Indiana University Health

Egencia Travel Booking Software

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What is Egencia?

Egencia is a travel booking software platform and a division of Expedia. This tool, which is replacing Altour, will simplify business travel booking. With a user-friendly interface, Egencia will save user's time through fewer clicks, and provide more control for travelers when booking their work-related travel. IU Health team members will no longer need to pay for business travel out of their own pockets and wait for an expense reimbursement.

Benefits of Egencia

- Prepayment for airfare and other travel expenses by IU Health
- Personal rewards accumulation using your frequent flyer miles or other travel perks
- Easier business travel expense submission with travel info synced with Chrome River

Access

How do I get to Egencia?

IMPORTANT! You must be connected to the IU Health network via Citrix or VPN when logging into Egencia from a non-IU Health location.

Via the Web:
Access Egencia from your computer's web browser at: <http://iuhealth.egencia.com/> Log in using your IU Health network ID and password.

Via the IU Health My Portal:
Access Egencia via the IU Health My Portal. Go to My Favorites and add Egencia.

Via the IU Health Lawson Portal:
Access Lawson via the IU Health My Portal or Pulse Page. Go to Employee Self-Service and select Pay. Select Travel Booking - Egencia

Access to Egencia is provided to all IU Health team members with different accessibility depending on their assigned roles. Log-in will be a single sign-on utilizing a user's IU Health network ID/password and the IU Health network.

IMPORTANT! Access is only granted by visiting the URL above. Trying to use the browser on a smartphone will take you to the mobile login and access will be denied.

Support / Training

Who do I contact for help?

For Access, General Questions or Technical Issues:	For Training:
aptravelexp@iuhealth.org	**Sean Prato -** sprato@iuhealth.org

What training is available?
Multiple training options are available for Egencia

- Web-based training provided by the Egencia Resource Center
  - https://productinfo.egencia.com
- My Portal – https://team.myiuhealth.org/my-life-career/getting-paid/expense-reporting
- Web-based training course available in eLMS – search "travel"