

EGENCIA PROFILE REQUEST FORM

REQUESTOR'S INFORMATION			
Employee Name			
Title		Contact No.	
Department			
Mana[Yf#5ddfcj Yf			

TYPE OF ACCESS REQUIRED:

- Arranger *(Can arrange travel for assigned users and access their profiles)*
- Traveler *(Can arrange own travel and access his or her own profile)*

TO BE COMPLETED BY REQUESTOR

Requestor's Email Address: _____

Requestor's Signature: _____ Date: _____

D'YUgY`]ghch Yf dYcd Y]b'nci f XYdUfha YbhH Uhnci k ci X`]Y'hc XYg][bUHy 9[YbV]U'dfcZ] Yg Zcf.

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MANAGER'S APPROVAL

Approved
 Rejected

Manager's Signature: _____ **Date:** _____

Please send this to completed form to Procurement services via email to: Daniel.Zambo@einstein.yu.edu

Please write *Egencia Profile Request* in the subject line.

Once this form has been reviewed you will receive an email inviting you to set up your profile in Egencia.

Procurement Approval Required: _____