

Step One: Go to nyu.edu/nyutraveler then select Book then Egencia:

NYU TRAVELER

BOOK
Book with a preferred agency and be automatically registered with NYU's traveler safety service.

OR

REGISTER
Book NYU travel on your own? You must register or update your itinerary with NYU's traveler safety service.

AMEX OR **EGENCIA**

AMEX Travel
+1-888-477-0451

An Expedia Company
+1-877-613-4284

NYU Traveler was created to provide the NYU community with tools and services for their travel needs and to help keep them safer. University-related travel may now be booked or registered through NYU Traveler.

EMERGENCIES
NYU Public Safety: +1 212-998-2222
Consult your Worldcue Trip confirmation e-mail for local emergency authority contacts.

Frequently Asked Questions »

Plan for your Trip
NYU Traveler's Worldcue Planner can help you prepare for your trip with helpful information.
[» Read More](#)

Take our Survey »

Need Help?
The NYU Help Desk is here to help.
Call +1 212-998-3333 or e-mail AskITS@nyu.edu

Tip: If you are not signed into NYUHome, you will be prompted to do so when you click on “Book.” Just use your netID and NYUHome password and you’ll be directed to Step 2.

Step Two: From the Home Page of Egencia, Click on the **Meetings** Tab:

EGENCIA
AN EXPEDIA INC. COMPANY

NEW YORK UNIVERSITY

Home | Flights | Trains | Hotels | Cars | **Meetings** | Reporting | Specials

Step Three: Click on the **Meeting Link** for the Study Abroad Program you are attending:

Meetings			
Meeting name	Location	Start date	End date
NYU Buenos Aires Fall 2012	Buenos Aires, Argentina	Aug 21, 2012	Dec 15, 2012

Step Four: Click on **Add a Flight** or **Find Flights**:

Sample Meeting Event

15-Feb-10 - 16-Feb-10, Las Vegas, NV

Messages from your meeting planner
Ground Transportation
 All travelers will need to take the shuttle from the airport to the hotel.

[+ !\[\]\(43e165fd0a30e03a39afb86038cd3ee5_img.jpg\) Find flights](#)

Attendee	Attendee type	Itinerary	Start date	Trip contains	
John Public	General Attendee	-	-	-	Add a flight

Step Five: Confirm your flight reservations via Egencia.