

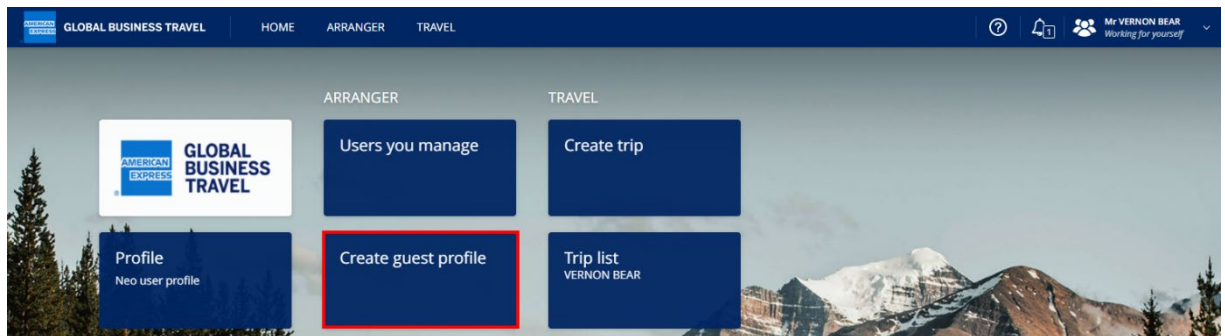
AMEX – Booking Travel for a Guest

Steps to [Create Guest Profile](#) (page 1), [Book Guest Travel](#) (page 3) and [Logging out of Guest](#) (page 4).

Note: This is to book travel arrangements for guests. Travel for those who have already have access to AMEX should be booked through the Arranger process. Please see training documentation for *Arranging Travel for Other AMEX User*.

Create Guest Profile:

1. Click on **Create guest profile**.



2. Enter the **New Guest Traveler** information and **select Create**.

Guest Travelers will be saved for three months in AMEX for your use. After three months, you will need to recreate the guest, if needed.



Arranged travelers

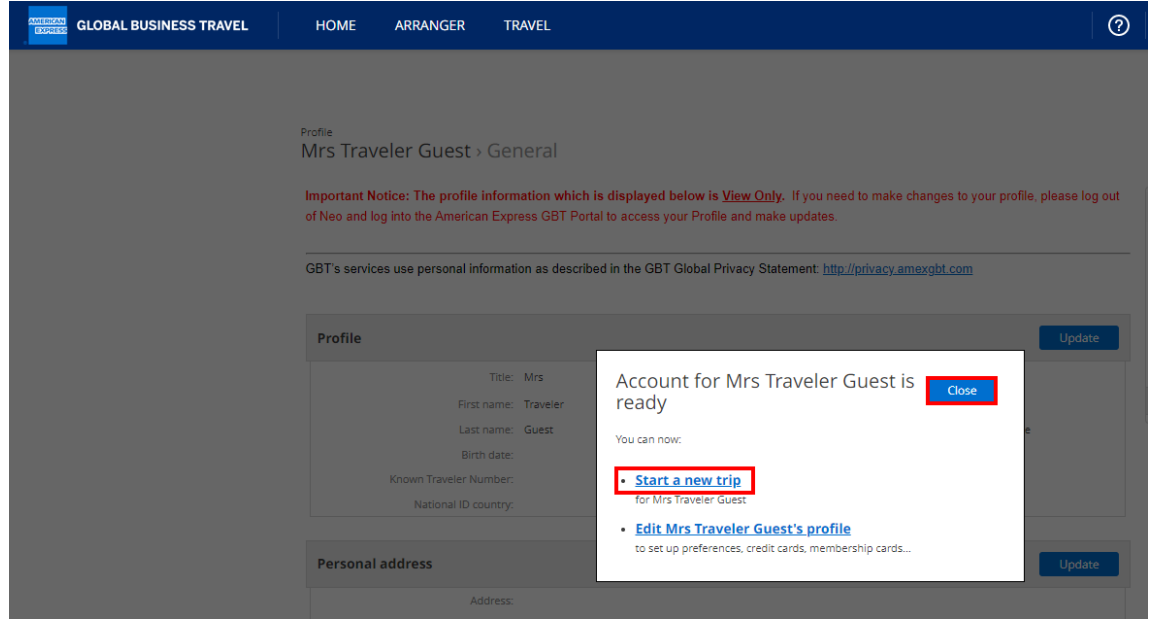
New Guest Traveler

* Title:	Mrs ▼
* Last name:	Guest
* First name:	Traveler
Gender:	Female ▼
* E-mail:	traveler@guest.com
Traveler Category:	No traveler category ▼

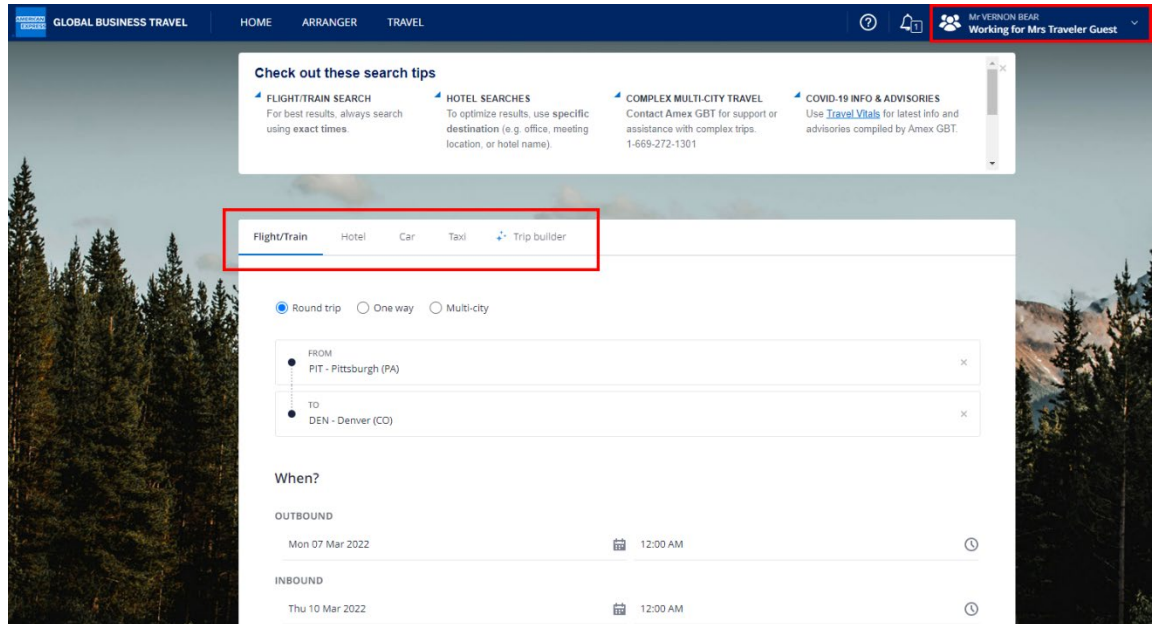
[Create](#) [Cancel](#)

AMEX – Booking Travel for a Guest cont'd

3. If you are ready to book travel for the guest, select Start a new Trip. Otherwise, select Close.

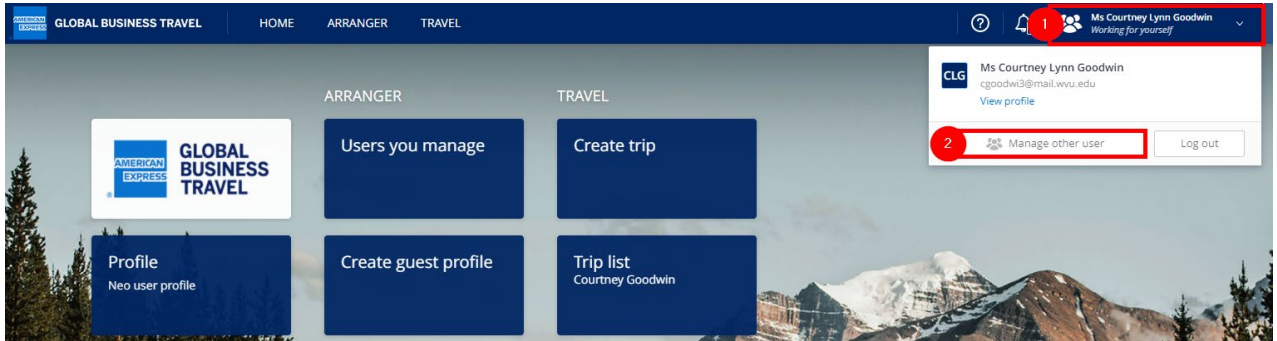


4. You will see that you are **Working for the guest traveler**, and you can begin booking their travel.

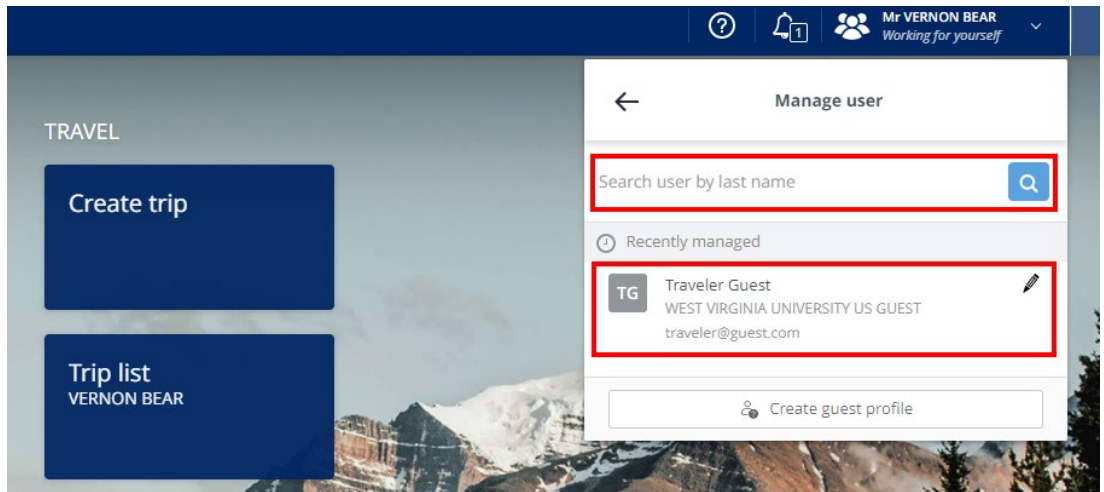


Book Guest Travel:

1. Click on your **Name** in the upper right corner and select **Manage other users**.



2. *Manage other user* allows you to **Search user by last name** or **select from Recently Managed**. *Select* the guest user you have created.

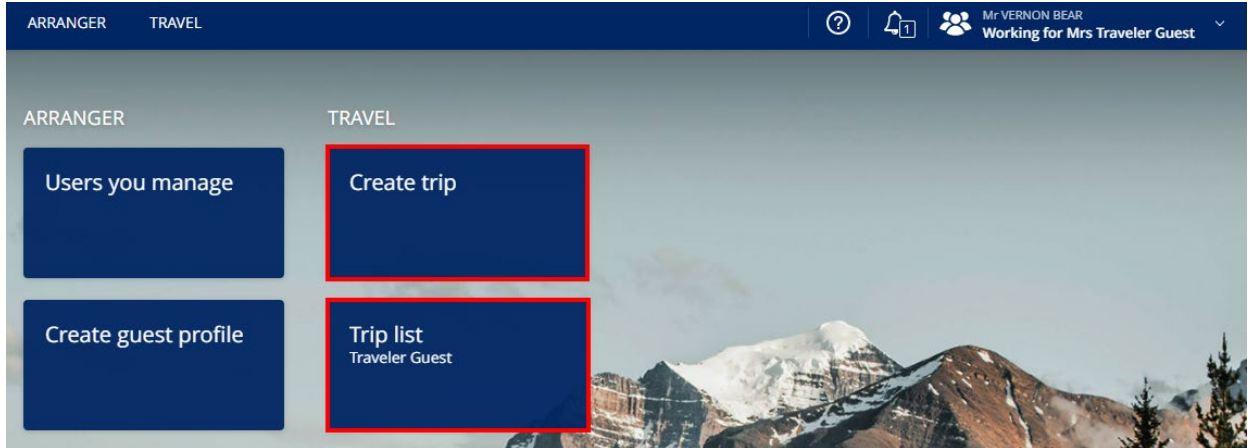


3. Once you have made your selection, you will see you are **Working for** the guest traveler.



AMEX – Booking Travel for a Guest cont'd

- Once the correct user has been selected and you are **Working for** them, you can **Create Trip** to book their travel and view their **Trip List** to see their travel arrangements.

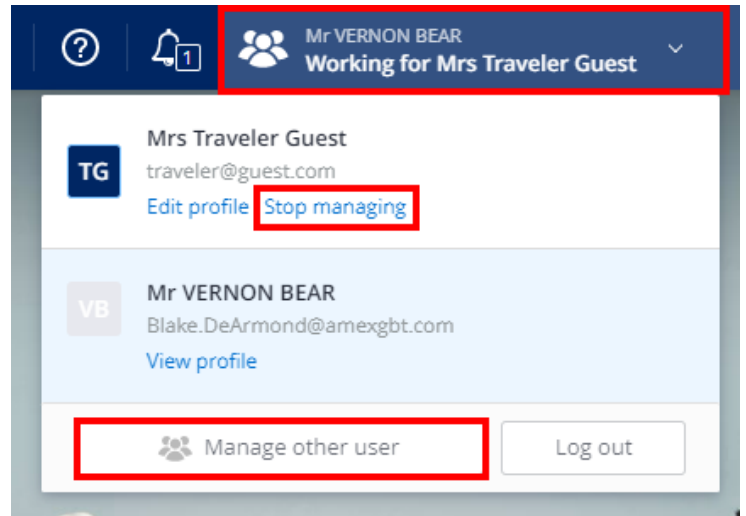


Logging out of Guest:

- When you are finished Working for the specified user, *click* on your **Name** in the upper right corner.

Select **Stop managing** to go back to your user.

Select **Manage other user** to book travel for someone else.



Please reach out to pcps@mail.wvu.edu with any questions.