Step by step - How to book your business trip via KTH-RES/Egencia online
Log in in KTH-RES and follow as below:

**Book your business trip via travel request**

Select: Travel/Booking/Search Business Trips
Select: Item (The Travel request must be approved), the one you want to book the business trip.
Select: Actions/select action from the drop-down list/Make reservation/Execute

Click on: Travel Agency/Egencia Online
A new window opens – Egenica online

Select: **Book** (Train/Flight/Hotel/Cars and transfer in conjunction with the flight/train)/ **Trips** (Here you will find your present and past trips)/ **Tools** (Here you will find yours “följesedlar” under “Expenses/My invoices” and other information).

LOG OUT (top right corner, where your name is). Close Egencia window.
KTH-RES

Select: Cancel

Messages
- Complement your itinerary and click Finish if you made a reservation. Otherwise, click Cancel. If you made a reservation, the information from this will update your itinerary.

Confirm travel

Description
Start date
End date
Destination: Sweden
Purpose

Requests and reservations
Location/From Location
Start date/time
To Location

Cancel Finish
Egencia online via KTH-RES

Select: Travel/Booking/Create New Business Trip

Welcome to Royal Institute of Technology travel portal KTH.

Welcome

Use the menu system above to navigate through the application. In the upper right corner you will find several action icons:

- To view or change your personal profile
- Back to start page
- Help (support and manuals)
- System information
- Logout
Select: Query/Booking - Continue

Click on: Travel Agency/Egencia Online

Reference number: T1617127
A new window opens – Egenica online

Select: Book (Train/Flight/Hotel/Cars and transfer in conjunction with the flight/train)/ Trips (Here you will find your present and past trips)/ Tools (Here you will find yours “följesedlar” under “Expenses/My invoices” and other information).

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Confirm travel

- Description
- Start date
- End date
- Destination
- Purpose

Requests and reservations

Location/From Location | Start date/time | To Location

Cancel | Finish