<http://louisville.edu/music/resources/business-office/travel/travel-arrangements>

TRAVEL ARRANGEMENTS

Once a user profile has been sent after clicking "Click here to create this account" at the bottom of the setup screen, you must wait for your request to be reviewed. Once you are confirmed as an employee and have filled out everything correctly you will receive an email stating that you may access the Egencia site at www.egencia.com to complete your travel arrangements.

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| --- | --- | --- | --- |
| **Area** | **Area or Division Head** | **Speedtype**  | **Dept. number** |
| Administration | Dr. Christopher Doane | 01186 | 3410000126 |
| Applied | Bruce Heim | 01365 | 3410000926 |
| Bands | Dr. Fred Speck | 01369 | 3410001126 |
| Choral | Dr. Kent Hatteberg | 01364 | 3410001126 |
| Community Music Program | Dr. Stephen Mattingly | 10427 | 3410000826 |
| Composition | Dr. Marc Satterwhite | 01367 | 3410000426 |
| Conducting/Ensembles | Dr. Fred Speck | 01366 | 3410001126 |
| Dance | Judy Hake | 10428 | 3410000826 |
| Education | Jerry Tolson | 01268 | 3410000626 |
| History | Dr. Jack Ashworth | 01368 | 3410000326 |
| Jazz | Mike Tracy | Y1019 | 3410000226 |
| Marching Band | Dr. Amy Acklin | 01365 | 3410001126 |
| Theory | Dr. Rebecca Jemian | 01367 | 3410000426 |
| Therapy | Dr. Darcy Walworth | 01268 | 3410000726 |