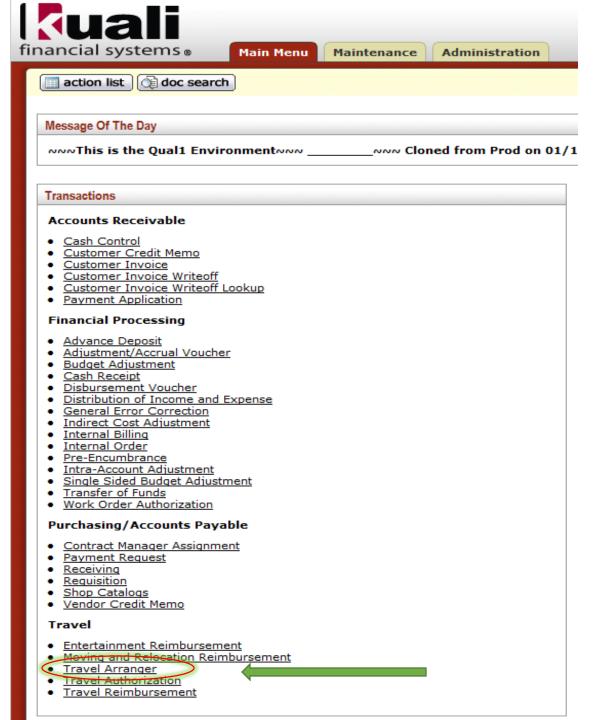# Travel Arranger
-step by step-

- **Allows Arranger to add and remove travelers**

- Authority can be delegated to prepare TA and TR documents

- Travelers can be assigned or removed by Arranger

- **Located on Main Menu**

  - Transactions

  - Travel => Travel Arranger

Travel Arranger
-step by step-

- **Document Overview**

- Information in the Description and Explanation Field should be entered.

- **Traveler Section**

- Magnifying glass can be used for traveler lookup.
  - This will redirect to the TEM Profile screen and will import all necessary traveler information.

- **Edit Request**

- By checking applicable boxes, authority can be delegated to Arranger to:
  - Resign as arranger for traveler
  - Request to become arranger for TA, TR documents or both by selecting Primary Arranger box