

## Guide to Egencia (Travel Management Company)

### Egencia Overview

- Egencia is a global travel management platform serving exclusively corporate customers. Their largest customer base is in the USA as well as a strong presence in France and the United Kingdom.
- Egencia specializes in servicing SME Clients (Small to Medium Sized Enterprises) which typically do not have managed travel programs
- Egencia provides services to over 2 million business travelers across more than 60 countries, supporting over 9,000 companies of varying sizes worldwide.

### Egencia Rate Plans

Rate Plan	Rate Plan Name	Discount	Mandatory	LRA	Wyndham Rewards Eligible	Channels	Mirrored Rate Plans
SEG	Egencia Standard Collect Net Rate	0%-5%	N (Activate via MyRequest)	Y	Y	Exclusive to the Egencia Corporate Booking Tool	SEGP (Hotel Collect)
SEG2	Egencia Promotion: Egencia Collect Net Rate	6%-20%	N (Activate via MyRequest)	N	Y	Exclusive to the Egencia Corporate Booking Tool	SEG2P (Hotel Collect)
SEG4	Egencia Book Early and Save: Net Rate (3 Day Advance Purchase Required)	5%	N (Activate via MyRequest)	N	Y	Exclusive to the Egencia Corporate Booking Tool	SEG4P (Hotel Collect)

\*All Egencia rates are subject to a 15% margin during high season (16% during low season), plus applicable booking fees. To view your hotel's designated margins, go to *SynXis CR > Reports > Property > Property Information > under "which sections", select "Margin Management."*

### Revenue Management Tips for Egencia Promotional Rate Plan

- Incorporate the Egencia Promotional rate plan (SEG2/SEG2P) into your promotional strategy
  - Consider opening at a 10% discount for Monday-Thursday if you need more mid-week business
  - Incorporating a 2 or 3-night minimum length of stay with a larger discount such as 15% to 20% could be used to help maximize revenue by securing more multi-night bookings
  - Consider utilizing an Egencia promotion to help capture last minute bookings. Egencia services many transportation and trucking clients who book same-day.

**Please Note:** Expedia rate plans are also bookable in the Egencia Corporate Booking Tools. We encourage you to keep the Egencia rate plans open to help ensure Egencia travelers are booking their preferred rate plans.

## Strategic Partnerships Guide to Egencia

### Questions:

For questions about Egencia or other travel management company partners, please contact:

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For questions about rate plans and best practices, please reach out to your WH&R Revenue Manager, your Wyndham Franchise Operations Representative, or MyRequest Support through one of the following options:

- MyRequest via Wyndham Community
- US & Canada: 1-855-849-3487