Step One: Go to nyu.edu/nyut Traveler, then select Book, then Egencia:
Tip: If you are not signed into NYU Home, you will be prompted to do so when you click on “Book.” Just use your netID and NYUHome password and you’ll be directed to Step Two.

Step Two: Search for Flights by entering your Departure and Arrival airports and dates.

Step Three: Continue through the Checkout process and confirm your Flight Reservations via Egencia