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| **Department of economics** | **Bookings of travels**  |

Travel bookings

To book your own trip you log in to your Egencia account. You can book train, bus and flights. You can also contact Egencia - Customer Service Sweden customer\_service@egencia.se if you have questions regarding your booking.

For guests or external workers you can send the request with necessary information to ekon-adm@slu.se

For Taxi bookings in the country, we have customer number **7039 Institutionen för ekonomi, SLU**. Then **add your 510 reference**. For example, you book a taxi via 100000 Uppsala 100000@uppsalataxi.se with

***“Customer number 7039 Institutionen för ekonomi
Referens 510XXX”***

Alternatively, you can call **018-100000** and leave the same information.

For taxi bookings it is the same – You book your own cab but the admin group can help with external guests.