

## iTravel Online Booking Tool

### Activating an E-Receipt

An E-Receipt is an electronic version of a receipt that provides the same information as a paper receipt but is sent by a hotel or car rental provider, after completion of travel, directly to your itinerary in the iTravel system. E-Receipts can be accessed and printed from your Trip Library. After E-Receipt is enabled, look for the icon when booking to identify participating vendors.

Step	Task
1.	Log in to the Online Booking Tool.
2.	Click <b>Profile</b> from the home page. (Located in the upper right corner.)
3.	Click <b>Profile Settings</b> from your profile.
4.	Click <b>E-Receipt Activation</b> found in the <b>Profile Options</b> list.
5.	Click <b>E-Receipt Activation</b> on the right side of the window.
6.	Click the <b>I Accept</b> button.  <b>NOTE</b> - The E-Receipt function will only work if the credit card used to pay for the hotel or car rental matches the credit card in the traveler's profile.