

## iTravel Online Booking Tool

### Arranging Employee Travel

To follow this process, you must have been granted Travel Arranger permissions and have been assigned as a Travel Arranger by the employee, in his/her profile, to book travel on his/her behalf. To request Travel Arranger permissions, please e-mail the OBFS Travel Management Office at [tmo@uillinois.edu](mailto:tmo@uillinois.edu).

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>I am a delegate or travel assistant</b> under <b>Administer for another user...</b>
4.	Select a name from the list and click <b>Apply</b> . <b>Note:</b> The person icon in the upper right hand corner is red.
5.	Click the <b>Air/Rail Search</b> option.
6.	Click one of the following options: <b>Round Trip</b> , <b>One Way</b> or <b>Multi-Segment</b> .
7.	Enter your <b>Departure City</b> and <b>Arrival City</b> .
8.	Enter your <b>Departure</b> and <b>Return</b> dates and select your times. (Click <b>Show More</b> if needed.) <b>Note:</b> You can enter the time you want to depart or arrive. You can also select up to <b>+/- 9</b> hours.
9.	Specify if you want to <b>Pick-up/Drop-off car at airport</b> or <b>Find a Hotel</b> . <b>Note:</b> For hotels you can find a location near the <b>Airport</b> , near an <b>Address</b> , near a <b>Company Location</b> or <b>Reference Point/Zip Code</b> .
10.	Click <b>Search</b> .
11.	Select your <b>Outbound Flight</b> .
12.	Select your <b>Return Flight</b> .
13.	Click <b>Price these options</b> .
14.	Review the comparisons and select the option you want. <b>Note:</b> You can select the <b>Expand All Details</b> to see more.
15.	If you choose a flight that is out of policy, complete <b>the Travel Policy Violation</b> pop-up and click <b>Save</b> .
16.	Enter the <b>Guest Traveler's Information</b> and select a <b>Method of Payment</b> .
17.	<b>Verify and Accept Fare Rules and Restrictions</b> and select <b>Reserve Flight and Continue</b> .
18.	Select the car company and type that the traveler wants to rent.

Step	Task
19.	Click <b>Select</b> .
20.	Enter the <b>Guest Traveler Information</b> and click <b>Reserve Car and Continue</b> .
21.	Locate the hotel you want to book and click <b>choose room</b> .
22.	Click the bullet to the left of the room type you want to reserve and click <b>Select</b> .
23.	Enter the <b>Hotel Guest Information</b> and enter the <b>Method of Payment</b> .
24.	Check the box next to <b>I agree to the above rate rules, restrictions, and cancellation policy</b> .
25.	Click <b>Reserve Hotel and Continue</b> .
26.	Review the <b>Travel Details</b> and select <b>Next</b> .
27.	Select <b>I acknowledge</b> under <b>Verify that you are following University policy, as you are making a fiscal commitment</b> .
28.	Select the <b>Chart-organization Code/Campus-Department Name</b> , enter the <b>Arranger UIN</b> and select the <b>Type of Travel</b> .
29.	Select <b>Next</b> .