

## 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 UPAY 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>Act on behalf of another user</b> under <b>Acting as other user</b> .
4.	Select a name from the list and click <b>Start Session</b> . <b>NOTE:</b> The profile box in the upper right corner states who you are currently acting as.
5.	Click the <b>Air/Rail</b> icon.
6.	Click one of the following options: <b>Round Trip</b> , <b>One Way</b> or <b>Multi City</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> to expand the page if needed.) <b>NOTE:</b> You can enter the time you want to depart or arrive. You can also select up to +/- 9 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.	Specify if you want to <b>Shop by Fares</b> or <b>Shop by Schedule</b> .
12.	Review the options and select the flights you want. <b>NOTE:</b> You can select <b>Expand All Details</b> to see more.
13.	If the <b>Travel Rule Triggered</b> box opens, choose a reason from the drop-down. <b>NOTE:</b> An explanation is not required. This is for tracking purposes only.
14.	Click <b>Save</b> .
15.	Verify the <b>Traveler Information</b> , select <b>Seats</b> and a <b>Method of Payment</b> .
16.	<b>Review the Fare Rules and Restrictions</b> and select <b>Reserve Flight and Continue</b> .
17.	Select the car company and type of vehicle the traveler wants to rent.
18.	Click <b>Select</b> .
19.	Review the <b>Traveler Information</b> and click <b>Reserve Car and Continue</b> .
20.	Locate the hotel you want to book and click <b>choose room</b> .



Step	Task
21.	Click the bullet to the left of the room type you want to reserve and click <b>Select</b> .
22.	Enter the <b>Hotel Guest Information</b> and enter the <b>Method of Payment</b> .
23.	Review and accept the rate rules, restrictions, and cancellation policy.
24.	Click <b>Reserve Hotel and Continue</b> .
25.	Review the <b>Travel Details</b> and select <b>Next</b> .
26.	Select <b>I acknowledge</b> under <b>Verify that you are following University policy, as you are making a fiscal commitment</b> .
27.	Select the <b>Type of Travel</b> .
28.	Select an option under <b>Do you have an unused ticket in your profile you would like to use?</b>
29.	Select <b>Next</b> to complete the reservation.