

## iTravel Online Booking Tool

### Assigning a Travel Arranger

Employees may assign another employee as a Travel Arranger in his/her traveler profile. The employee who is assigned as a Travel Arranger (also called "Assistant") will be able to make travel arrangements for the employee who designated them as his/her Travel Arranger. Please note that before you can assign an employee as a Travel Arranger, he/she must have a profile in the iTravel system with Travel Arranger permissions.

One primary Assistant/Travel Arranger may be designated. The primary Assistant/Travel Arranger will receive all communications for travel. Non-primary Assistants/Travel Arrangers will receive only communications for travel that is booked by them.

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>Setup Travel Assistants</b> found within the <b>Profile Options</b> list.
5.	Click <b>[+] Add an Assistant</b> from the <b>Assistants and Travelers Arrangers</b> section.
6.	Type your assistant's name in the <b>Assistant</b> field and click it when it appears in the field.
7.	Click the <b>Can book travel for me</b> box. If this is your primary assistant, click the box next to <b>Is my primary assistant for travel</b> .
8.	Click <b>Save</b> . <b>Note:</b> The name of the person will appear in the <b>Your Assistants and Travel Arrangers</b> section.