

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 Profile from the home page (located in the upper right corner).
3.	Click Profile Settings from your profile.
4.	Click Setup Travel Assistants found within the Profile Options list.
5.	Click [+] Add an Assistant from the Assistants and Travelers Arrangers section.
6.	Type your assistant's name in the Assistant field and click it when it appears in the field.
7.	Click the Can book travel for me box. If this person is your primary assistant, click the box next to Is my primary assistant for travel .
8.	Click Save . NOTE: The name of the person will appear in the Your Assistants and Travel Arrangers section.