

## iTravel Online Booking Tool

### Guest or Non-Employee Travel

To book travel for guests or non-employees you must be granted Travel Arranger permissions in iTravel. Please email the OBFS Travel Management Office at [tmo@uillinois.edu](mailto:tmo@uillinois.edu) to request these permissions.

Step	Task
1.	Log in to the Online Booking Tool.
2.	Type <b>Book for a guest</b> under the <b>Trip Search</b> area.
3.	Click the <b>Air/Rail Search</b> option.
4.	Click one of the following options: <b>Round Trip</b> , <b>One Way</b> or <b>Multi-Segment</b> .
5.	Enter your <b>Departure City</b> and <b>Arrival City</b> .
6.	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.
7.	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> .
8.	Click <b>Search</b> .
9.	Select your <b>Outbound Flight</b> .
10.	Select your <b>Return Flight</b> .
11.	Click <b>Price these options</b> .
12.	Review the comparisons and select the option you want. <b>Note:</b> You can select the <b>Expand All Details</b> to see more.
13.	If you choose a flight that is out of policy, complete <b>the Travel Policy Violation</b> pop-up and click <b>Save</b> .
14.	Enter the <b>Guest Traveler's Information</b> and select a <b>Method of Payment</b> . <b>Note:</b> All fields beginning with red color must be completed. It is recommended that you use your email address and not the guest's email address so that you will receive all of the travel communications.
15.	<b>Verify and Accept Fare Rules and Restrictions</b> and select <b>Reserve Flight and Continue</b> .
16.	Select the car company and type that your traveler wants to rent.
17.	Click <b>Select</b> .
18.	Enter the <b>Guest Traveler Information</b> and click <b>Reserve Car and Continue</b> .
19.	Locate the hotel you want to book and click <b>choose room</b> .

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