

iTravel Online Booking Tool

Booking Travel for Myself

Step	Task
1.	Log in to the Online Booking Tool.
2.	Click Travel from the Travel tab.
3.	Click the Air/Rail Search option.
4.	Click one of the following options: Round Trip , One Way or Multi-Segment .
5.	Enter your Departure City and Arrival City .
6.	Enter your Departure and Return dates and select your times. (Click Show More if needed.) Note: You can enter the time you want to depart or arrive. You can also select up to +/- 9 hours.
7.	Specify if you want to Pick-up/Drop-off car at airport or Find a Hotel . Note: For hotels you can find a location near the Airport , near an Address , near a Company Location or Reference Point/Zip Code .
8.	Click Search .
9.	Select your Outbound Flight .
10.	Select your Return Flight .
11.	Select Price these options .
12.	Review the comparisons and select the option you want. Note: You can select the Expand All Details to see more.
13.	If you choose a flight that is out of policy, complete the Travel Policy Violation pop-up and click Save .
14.	Enter the Guest Traveler's Information and select a Method of Payment .
15.	Verify and Accept Fare Rules and Restrictions and select Reserve Flight and Continue .
16.	Select the car company and type that you want to rent.
17.	Click Select .
18.	Enter the Guest Traveler Information and select Reserve Car and Continue .
19.	Locate the hotel you want to book and click choose room .
20.	Click the bullet to the left of the room type you want to reserve and click Select .
21.	Enter the Hotel Guest Information and enter the Method of Payment .

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22.	Check the box next to I agree to the above rate rules, restrictions, and cancellation policy.
23.	Click Reserve Hotel and Continue.
24.	Review the Travel Details and select Next.
25.	Select I acknowledge under Verify that you are following University policy, as you are making a fiscal commitment.
26.	Select the Chart-organization Code/Campus-Department Name , enter the Arranger UIN and select the Type of Travel.
27.	Select Next.