

iTravel Online Booking Tool

Activating an E-Receipt

An E-Receipt is an electronic version of a receipt that provides the same information as a paper receipt but is sent by a hotel or car rental provider, after completion of travel, directly to your itinerary in the iTravel system. E-Receipts can be accessed and printed from your Trip Library. After E-Receipt is enabled, look for the icon when booking to identify participating vendors.

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 E-Receipt Activation found in the Profile Options list.
5.	Click E-Receipt Activation on the right side of the window.
6.	Click the I Accept button. NOTE: The E-Receipt function will only work if the credit card used to pay for the hotel or car rental matches the credit card in the traveler's profile.