

iTravel Online Booking Tool

Arranging Employee Travel

To follow this process, you must have been granted Travel Arranger permissions and have been assigned as a Travel Arranger by the employee, in his/her profile, to book travel on his/her behalf. To request Travel Arranger permissions, please e-mail the UPAY Travel Management Office at tmo@uillinois.edu.

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 Act on behalf of another user under Acting as other user .
4.	Select a name from the list and click Start Session . NOTE: The profile box in the upper right corner states who you are currently acting as.
5.	Click the Air/Rail icon.
6.	Click one of the following options: Round Trip , One Way or Multi City .
7.	Enter your Departure City and Arrival City .
8.	Enter your Departure and Return dates and select your times. (Click Show More to expand the page if needed.) NOTE: You can enter the time you want to depart or arrive. You can also select up to +/- 9 hours.
9.	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 .
10.	Click Search .
11.	Specify if you want to Shop by Fares or Shop by Schedule .
12.	Review the options and select the flights you want. NOTE: You can select Expand All Details to see more.
13.	If the Travel Rule Triggered box opens, choose a reason from the drop-down. NOTE: An explanation is not required. This is for tracking purposes only.
14.	Click Save .
15.	Verify the Traveler Information , select Seats and a Method of Payment .
16.	Review the Fare Rules and Restrictions and select Reserve Flight and Continue .
17.	Select the car company and type of vehicle the traveler wants to rent.
18.	Click Select .
19.	Review the Traveler Information and click Reserve Car and Continue .

Step	Task
20.	Locate the hotel you want to book and click choose room .
21.	Click the bullet to the left of the room type you want to reserve and click Select .
22.	Enter the Hotel Guest Information and enter the Method of Payment .
23.	Review and accept the rate rules, restrictions, and cancellation policy.
24.	Click Reserve Hotel and Continue .
25.	Review the Travel Details and select Next .
26.	Select I acknowledge under Verify that you are following University policy, as you are making a fiscal commitment .
27.	Select the Type of Travel .
28.	Select an option under Do you have an unused ticket in your profile you would like to use?
29.	Select Next to complete the reservation.