Quick Reference Guide

Accessing Site
To access the I Travel site:
Type into your URL: travel.byui.edu then sign in using your BYU-I login.

Getting Assistance
- During the booking process, click Help with this page for detailed instructions.
- Read the announcements and messages that the Travel Office provides.
- Use the Travel Tools on the home page for maps, directions, weather, etc.
- Use the Departure & Arrivals section to receive the latest information for specific flights or trains.

Updating your Profile
Before you make your first reservation, click Profile in the menu bar, then:
- Set up your travel and arranger preferences.
- Set up password recovery so you can log in if you forget your password.
- Make sure your profile is completely finished before you try to book a reservation.

Creating Arranger Settings
For Travelers
1. In your Profile, click My Arrangers under Arranger Settings.
2. Complete the Travel Arranger Permissions section to allow/deny others to designate themselves as your arranger or make changes to your account.
3. Click Add a Travel Arranger, enter the arranger’s first and last name, and click Search.
4. Click Add next to desired arranger name.

For Travel Arrangers
1. In your Profile, click My Travelers under Arranger Settings.
2. Complete the E-mail settings section to determine who receives confirmation e-mails.
3. Click Add a Traveler, enter the traveler’s name, and click Search.
4. Click Add next to desired traveler name. The name appears in the Arrange Travel For menu on the home page.
5. Continue adding traveler names as necessary.

Accessing Previous Bookings
1. Click Trips in the menu bar to access your reservations.
2. Click Select to access the booking you want to view, change, or cancel.
   - Click Cancel Trip to cancel a reservation. Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets.
   - If a trip is on Hold, click Purchase Trip to complete the booking.
   - Click Modify or Remove to change items in your itinerary.
   - Use the Add to Your Trip section to make additional reservations.

Using Trip Templates
- To quickly book repeat trips with air/rail, hotel, and/or car options, create a trip template: from the Trip Details, Traveler Information, Billing Information, or Reservation Complete page, enter a template name, then click Save Template.
- To use a template, click Templates in the menu bar, then click Select next to the template you want to use. Enter new travel dates and click Price Itinerary.
Booking Trips

- Dates, locations, and times are based on what you enter on the home page.
- To make only an air, train, hotel, or car booking, select only that box on the home page.
- Company preferred providers are indicated by: ☑️ or 🎐.
- Sort options by clicking on the column headers.
- If you want to check your current itinerary, click the view details link.
- If you want to change your flight search criteria during the booking process, click the Modify Search link near the top of the page.

From the Begin Search page:
1. Check the appropriate boxes for Flights/Trains, Hotel, and/or Car.
2. Select Round-trip, one-way, or Multi-destination, then enter your cities, dates, and times. You can also choose how to display the results and select additional search options.
3. Click Begin Search.

Air
- Choose your departing and then returning flight options using the Select button.
- If applicable, you can select alternate, low-price options.
- You may need to identify reasons for out-of-policy selections, if your selected itinerary is not compliant with your company’s travel policy.
- Select your seats for each flight segment.

Hotel
- You can search for hotels by: address or city, near an airport, near company locations and other points of interest, or by your company’s negotiated properties.
- Choose the hotel and room rate using the Select buttons on the hotel pages.

Rental Car
- You can search for cars at an airport or a city location.
- You can click Express Booking to automatically select your company’s preferred car rental company.
- Choose a car by clicking on the desired rate.

Confirming Bookings
- If necessary, complete the policy compliance page.
- Modify or Remove any itinerary options on the Review /Modify Trip page.
- Verify the information on the Traveler Information and Billing Information pages.
- Click Purchase Trip to complete the process. Print a copy of the Reservation Complete page.
- You will receive a confirmation e-mail when the booking is reviewed and ticketed.