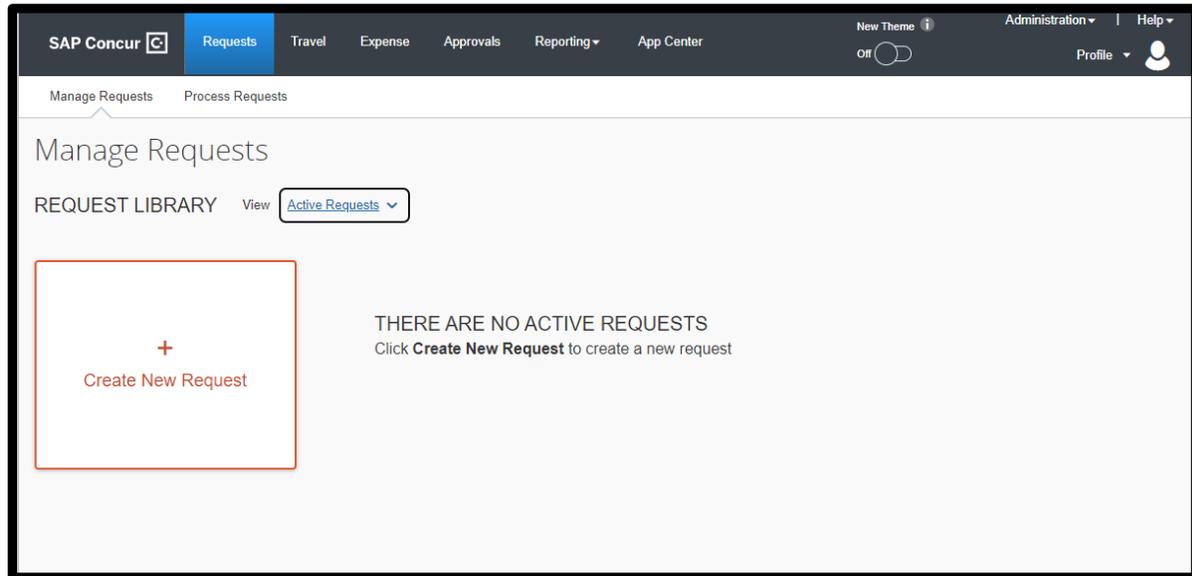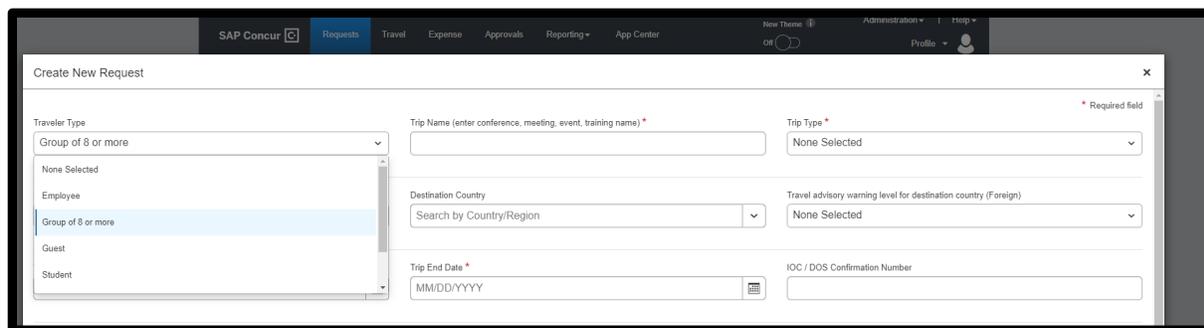# iTravel+ Reference Guide

How to create a Group Travel Request

Use this guide to submit a Travel Request when a Group of 8 or More are traveling for Official University Business.
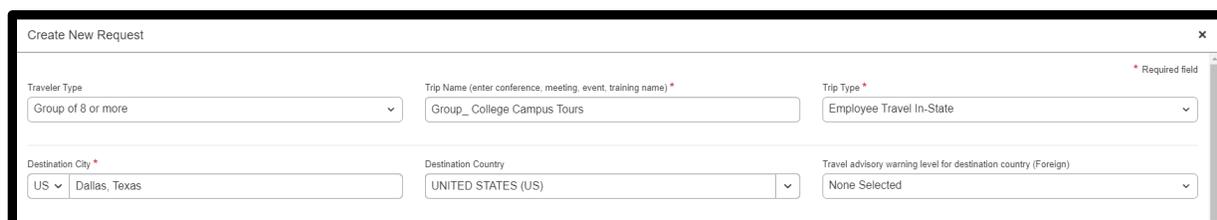
1. Choose iTravel+ Profile for Full-Time employee traveling, and then click on the Request tab.

2. Choose Group of 8 or more as the Travel Type.

3. Add in required fields: Trip name, Trip Type, Destination City.

4. Add additional required fields: Trip Dates, DOS confirmation number, Business Purpose, Benefit University, Speed type, Justification, comment section(detailed information on trip). Click Create Request.

5. Click Add button to choose Expenses associated with Group travel.

6. Add Hotel Reservations Line for Group Lodging. Comments should include the daily room rate, number of rooms, and number of days.

7. Incidental line for the Hotel Taxes of each room.

8. Incidental for Group Travel Meals, breakdown per individual per day must be added to the comment section (not to exceed GSA Per Diem).

9. Incidental line for additional expenses that will be incurred during the trip.

10. Verify Group travel expenses, add any supporting documents through Attachments link and submit request for approval.