**The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for mileage in iTravel+.**

Effective April 18, 2022, all mileage expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.

1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
   - If submitting for another user, Search for the name to start the session from the Profile Setting.
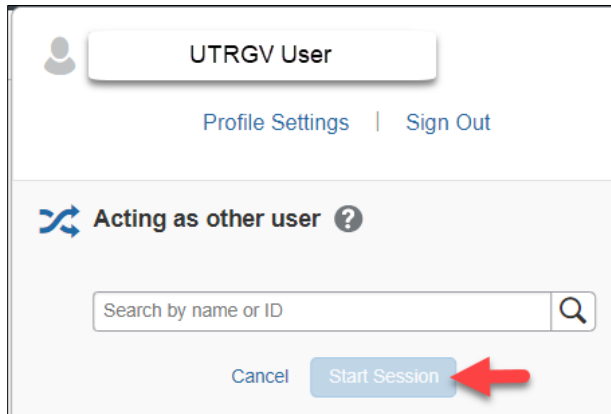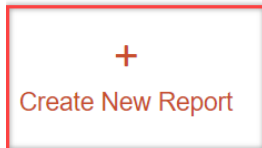

   - *To be set up as a delegate, use the reference guide located on the Accounts Payable.*

3. From the **Expense** tab, select the approved request expense request that will be reimbursed.
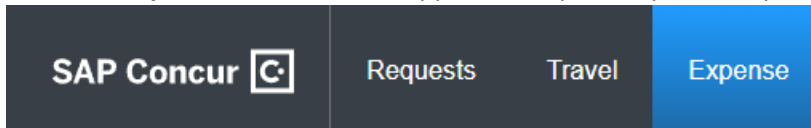
4. Select **Create New Report**.

5. Populate all required fields and click **Create Report.**

   Image continued page 2

Business Purpose *

None Selected ⌄

Benefit to University *

None Selected ⌄

Does this trip include personal travel? *

None Selected ⌄

Personal Dates of Travel

Speedtype *

▼ ⌄ Search by Code

Alcohol Beverage purchases (as part of the business expense meal *

None Selected ⌄

Justification

Comment

Claim Travel Allowance

Select if your report includes travel and you require allowances for lodging, meals or incidentals.

○ Yes, I want to claim Travel Allowance

◉ No, I do not want to claim Travel Allowance

Cancel   **Create Report**

6. Click **Add Expense**.
7. Select the appropriate mileage expense type.
   - When traveling campus to campus, choose one of the first 8 options.

Search for an expense type

⌃ **03. Mileage**

BRO to/from EDI (Trip - 131.8)

BRO to/from HRL (Trip - 51)

EDI to/from BRO (Trip - 131.8)

EDI to/from HRL (Trip - 86.4)

EDI to/from RGC (Trip - 102.8)

EDI to/from SPI (Trip - 168.2)

HRL to/from BRO (Trip - 51)

HRL to/from EDI (Trip - 86.4)

Personal Car Mileage

8. Populate required fields then click on **Save Expense** or **Save and Add Another**.
   - If expense needs to be allocated, select the Allocations button on the top right to update the speedtypes.
     - Click **Add** and **Save** the current Speedtype.
     - Click **Add**, select another Speedtype and click **Save**.
     - Allocations can be split by percentages or amounts.
   - **# of Trips** refers to the trips taken on the Transaction Date.

9. **Submit Report**.
   - Select the line item to Edit, Delete, Copy or Allocate details.

10. Click **Accept & Continue** the User Electronic Agreement.
11. Click **Submit Report**.