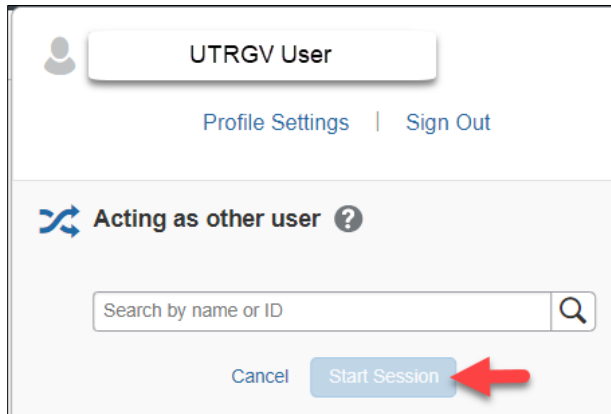


The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for mileage in iTravel+.

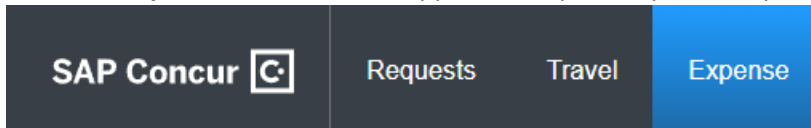
Effective April 18, 2022, all mileage expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.

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.

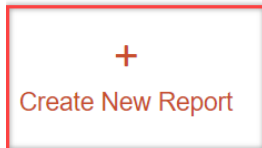


- To be set up as a delegate, use the [reference guide](#) located on the Accounts Payable.

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

REFERENCE GUIDE: HOW TO SUBMIT MILEAGE REIMBURSEMENT-INTER CAMPUS TRAVEL

Business Purpose *	Benefit to University *	
None Selected	None Selected	
Does this trip include personal travel? *	Personal Dates of Travel	Speedtype *
None Selected		Search by Code
Alcohol Beverage purchases (as part of the business expense meal) *	Justification	
None Selected		
Comment		
Claim Travel Allowance		
Select if your report includes travel and you require allowances for lodging, meals or incidentals.		
<input type="radio"/> Yes, I want to claim Travel Allowance		
<input checked="" type="radio"/> 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.

Allocate * Required field

Expense Type *
 EDI to/from BRO (Trip - 131.8) ▼

Transaction Date * 04/12/2022 📅

Business Purpose *
 Attend Meeting, Conf, etc. ▼

Benefit to University *
 1-Increase UTRGV awareness thr... ▼

Justification

Trips * 1 Rate per Trip
30.31

Payment Type *
 Out of Pocket ▼

Amount will calculate when you save **Currency ***
 US, Dollar ▼

Comment

Save Expense
Save and Add Another
Cancel

9. **Submit Report.**

- Select the line item to Edit, Delete, Copy or Allocate details.

Ed to B'ville \$30.31 🗑️

Copy Report
Submit Report

Not Submitted ↑

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

<input checked="" type="checkbox"/>	Receipt ↓	Payment Type ↓	Expense Type ↑	Vendor Details ↓	Date ≡	Requested ↓
<input checked="" type="checkbox"/>		Out of Pocket	EDI to/from BRO (Trip - 131.8)		04/18/2022	\$30.31
						\$30.31

10. Click **Accept & Continue** the User Electronic Agreement.

11. Click **Submit Report**.