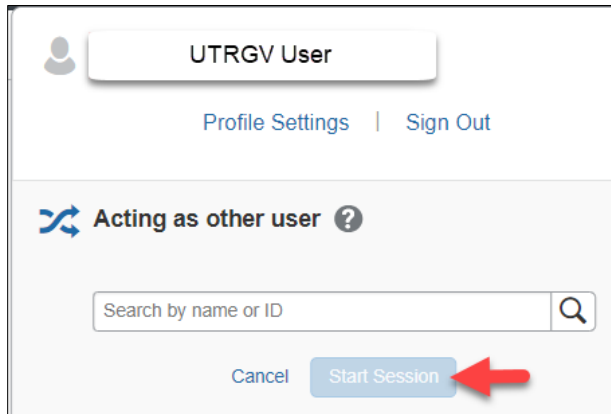


The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for personal car mileage in iTravel+.

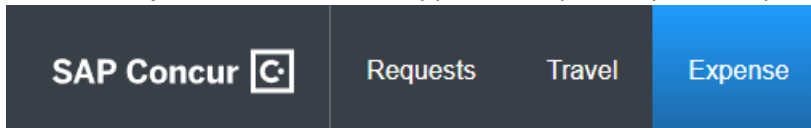
Effective April 18, 2022, all personal mileage expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings and IRS reporting requirements.

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.

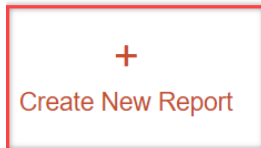


- To be set up as a delegate, use the [reference guide](#) located on the Accounts Payable.

3. From the **Expense** tab, select the approved request expense request that will be reimbursed.



4. Select **Create New Report**.

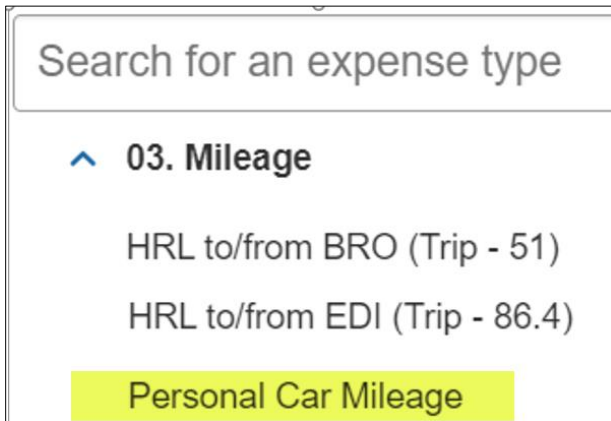


5. Populate all required fields and click **Create Report**.

Image continued page 2

Business Purpose *	Benefit to University *
None Selected	None Selected
Does this trip include personal travel? *	Personal Dates of Travel
None Selected	
Alcohol Beverage purchases (as part of the business expense meal) *	Justification
None Selected	
Speedtype *	
<input type="text" value="Search by Code"/>	
Comment	
<input type="text"/>	
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	
<input type="button" value="Cancel"/> <input type="button" value="Create Report"/>	

6. Click **Add Expense**.
7. Select the appropriate mileage expense type.
 - When traveling to non campus destinations, choose **Personal Car Mileage**.



8. Populate highlighted fields then click [Mileage Calculator](#) on the top left.

Mileage Calculator Allocate * Required field

Expense Type* Transaction Date*

Personal Car Mileage 04/28/2022

Business Purpose* Benefit to University*

Attend Meeting, Conf, etc. 1-Increase UTRGV aware...

From Location* To Location* Payment Type Request Payment Type

Edinburg, TX Austin, TX Out of Pocket None Selected

Comments To/From Approvers/Processors

university conference

Vehicle ID* Distance to Date Distance* Number of Passengers

STANDARD RATE 0 0 0

IN-VALLEY RATE Currency Reimbursement Rates

STANDARD RATE US, Dollar USD 0.585 per mile

[View all reimbursement rates](#)

Save Expense **Save and Add Another** Cancel

9. Enter the departure locations (full address) in the Waypoints fields.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

1201 W University Dr, Edinburg, TX 785 304.5 MI

Main Building, 110 Inner Campus Drive, 304.9 MI

1201 W University Dr, Edinburg, TX 785 Personal

Personal

Calculate Route

Directions

A 1201 W University Dr, Edinburg, TX 78539, USA

305 mi. About 4 hours 43 mins

- Head north toward W Van Week St 56 ft
- Turn right onto W Van Week St 0.2 mi
- Turn left onto N 2nd Ave 361 ft
- Turn right onto W Schunior St 1.5 mi
- Continue onto E Richardson Rd 394 ft

Deduct Commute TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 609.4 MI

Add Mileage to Expense Cancel

10. Click **Add Mileage to Expense**. Select the correct Vehicle ID (**IN-VALLEY RATE** or **STANDARD RATE**). Please do not enter personal vehicle information.

Click **Save Expense**.

Vehicle ID *
 STANDARD RATE
 IN-VALLEY RATE
 STANDARD RATE

Distance to Date: 0
 Currency: US, Dollar

Distance *: 609
 Reimbursement Rates: USD 0.585 per mile
[View all reimbursement rates](#)

Number of Passengers: 0

Buttons: Save Expense, Save and Add Another, Cancel

- If expense needs to be allocated, select the [Allocate](#) 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.

11. Click **Submit Report**.

Austin Trip \$356.27

Not Submitted

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

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Requested ↑↓
<input type="checkbox"/>			Out of Pocket	Personal Car Mileage		04/28/2022	\$356.27
							\$356.27

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

13. Click **Submit Report**.