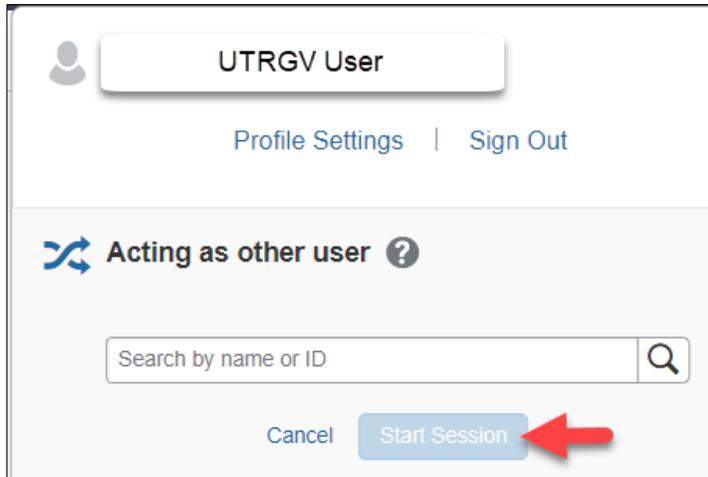


The purpose of this document is to guide UTRGV users to on how to complete and submit a Business Expense Reimbursement report within iTravel+.

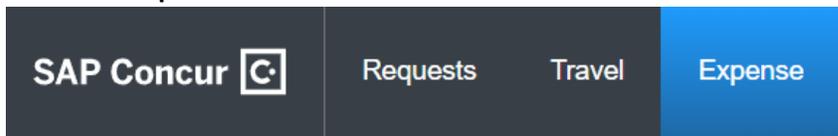
***Effective April 18, 2022, all business expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.**

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

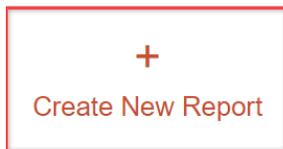


- To be set up as a delegate, use the [reference guide](#) located on the Accounts Payable.

3. Select the **Expense** tab.



4. Select the **Create New Report** tile.



5. Populate all required fields and click on Create Report

Create New Report

[Create From an Approved Request](#)

* Required field

Policy *
 *Test-Business Expense Reimbursement

Report Total

Report Name *
 Pros Employee Dinner 4/1/2022

Business Purpose *
 Business/Entertainment Expense

Benefit to University *
 1-Related to Employee and Student recruitment requir...

Speedtype *
 (31050059) DES-Procurement

Alcohol Beverage purchases (as part of the business expense meal *
 No

Justification
 dinner with top candidates

Cancel **Create Report**

6. To add supporting documentation; select the drop-down menu from Manage Receipts and click on **Manage Attachments**.

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense Edit **Manage Attachments**
 Missing Receipt Declaration

7. Select **Add Expense**.

8. Select the appropriate expense type from the **Create New Expense** tab.

+
 Create New Expense

Search for an expense type

^ **Recently Used**
 Official Occasion
 Administrative Expense

^ **04. Operating Expenses**
 Administrative Expense

9. Populate all required fields and attach receipt.

The screenshot shows the 'New Expense' form with the following fields populated:

- Expense Type ***: Official Occasion
- Transaction Date ***: 04/04/2022
- Business Purpose ***: Business/Entertainment Expense
- Benefit to University ***: This expense will support to meet ...
- Enter Vendor Name**: Santa Fe
- City of Purchase**: McAllen, Texas
- Payment Type ***: Out of Pocket
- Amount ***: 200.00
- Currency ***: US, Dollar
- Justification ***: top candidate dinner
- Comment**: (empty)

A receipt image is attached to the right of the form. The receipt is from 'SHOPPING STORE' and shows the following details:

REG 12-21	03:22 PM	
CLERK 2	818	
1 MISC.		\$0.49
1 STUFF		\$7.99
SUBTOTAL		\$8.48
TAX		\$0.74
TOTAL		\$9.22
CASH		\$10.00
CHANGE		\$0.78

At the bottom of the receipt image, it says 'NO REFUNDS', 'NO EXCHANGES', and 'NO RETURNS'. The image is labeled 'RECEIPT IMAGE.jpg' and has a 'Detach' button below it.

- If this reimbursement includes guests, click on **Attendees** at the top left to add their information.
 - Click Add
 - From the Attendees tab, select they Attendee Type

The screenshot shows the 'Add Attendees' form with the following elements:

- Recent Attendees**, **Attendees** (highlighted with a red box), and **Attendee Groups** tabs.
- Attendee Type** dropdown menu with options: Faculty/Staff, Guest, Prospective Employee, and Spouse/Partner.
- Attendee Name** search field with the placeholder text 'Search by first or last name'.

- UTRGV staff can be searched by name.
- Guests, prospective employees, and spouse/partners can be created.

The screenshot shows the 'Attendee Name' search field with the following elements:

- Attendee Type** dropdown menu with 'Prospective Employee' selected.
- Attendee Name** search field with the placeholder text 'Search by first or last name'.
- More Search Options** link.
- Can't find an attendee?** link.
- Create New Attendee** button.

- **if spouse/partners are attending, please provide the reason within the comments*

REFERENCE GUIDE: HOW TO SUBMIT A BUSINESS EXPENSE REIMBURSEMENT

- If the expense is allocated by more than one account, click the Allocate button on top left
 - Click **Add** and **Save** the current Speedtype.
 - Click **Add**, select another Speedtype and click **Save**.
 - Allocations can be split by percentages or amounts.

10. Click **Save Expense**.

- If edits or allocation are required, check the line expense to select necessary action.



The screenshot shows a toolbar with buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, and Move to (dropdown). Below is a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A single expense line is visible: Out of Pocket, Official Occasion Attendees (4), Santa Fe McAllen, Texas, 04/04/2022, \$200.00.

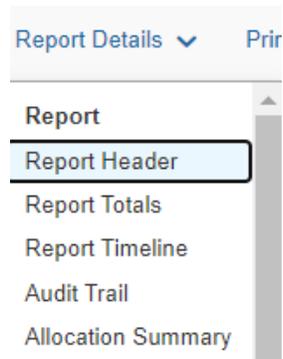
<input checked="" type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Requested ↑↓
<input checked="" type="checkbox"/>		Out of Pocket	Official Occasion Attendees (4)	Santa Fe McAllen, Texas	04/04/2022	\$200.00
						\$200.00

11. Submit Report.

12. Click on **Accept & Continue**.

13. Submit Report.

To view expense report details, use the drop-down menu from the **Report Details**.



The screenshot shows a dropdown menu for 'Report Details' with options: Report, Report Header, Report Totals, Report Timeline, Audit Trail, and Allocation Summary.

Report Details ▾	Prior
Report	
Report Header	
Report Totals	
Report Timeline	
Audit Trail	
Allocation Summary	

Report Header: Preview of expense details

Report Totals: amount of reimbursement

Report Timeline: approval status of the workflow

Audit Trail: lists actions taken from beginning to end

Allocation Summary: lists the percentages/amounts allocated for speed types selected.

Additional Notes:

- **Budget check:** A budget check against the cost center will be processed once the travel expense is submitted. If not available, expense report will be returned, giving the requestor the opportunity to allocate funds or change the cost center.
- **Submission Requirements:** Employees must submit expense reports for out-of-pocket expenses within 60 days from the date the expense was incurred along with all supporting documentation. Effective April 18, 2022, all travel and business expenses submitted for reimbursement after 60 days will be subject to applicable federal and state tax withholding, and IRS reporting requirements.