

The purpose of this document is to guide UTRGV users to accurately itemize lodging expenses 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. Select the lodging expense and click **Itemizations**.

**New Expense** Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Expense Type\* \* Required field  
 Lodging

Check-in Date\*   Check-out Date\* Nights: 1

Transaction Date\*  Posted Date

Business Purpose\*  Benefit to University\*

Vendor\*  City of Purchase\*

Over Limit Justification  Payment Type\*

Request Payment Type

Amount\*  Currency\*

Travel Allowance

Comment

**VAQUERO HOTEL**

1201 W. University Drive  
Edinburg, TX 78539

**INVOICE** 100

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**BILL TO**  
UTRGV Travler  
123 Main  
Brownsville, Texas 78520

**INVOICE DATE**  
04/29/2022

DESCRIPTION	AMOUNT
4/28/22 Nightly rate	100.00
4/28/22 Room Tax	15.00
4/29/22 Nightly rate	100.00
4/29/22 Room rate	15.00
<b>TOTAL</b>	<b>\$230.00</b>

INVOICE SAMPLE.png Detach

\*If the nightly rate exceeds the allowed GSA rate, include an acknowledgment or reason in the over limit justification field.

2. Click **Create Itemization**

Lodging \$230.00

04/29/2022 | A.H.M.I. Hotels

Details **Itemizations**

Amount <b>\$230.00</b>	Itemized <b>\$0.00</b>	Remaining <b>\$230.00</b>
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Create Itemization
More Actions

- From the **Expense Type** menu, select the applicable expense type.

*New Itemization* \* Required field

Expense Type \*

Search for an expense type ▼

**Recently Used**

- Lodging
- Personal Car Mileage
- BRO to/from EDI (Trip - 131.8)
- Car Rental
- Incidental

- If the nightly rate is the same, select **The Same Every Night** tab (example below) or if the nightly rate is different, select the **Not the Same** tab.

**Enter the room rate and tax rate and click Save Itemization.**

Entry Type: Recurring Itemization ▼ 04/28/2022 - 04/29/2022 (Nights: 1)

Your hotel room rate was:

<span style="background-color: #e6f2ff; border: 1px solid #0070c0; padding: 2px 10px;">The Same Every Night</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Not the Same</span>
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Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input style="width: 90%;" type="text" value="100.00"/>	<input style="width: 90%;" type="text" value="15.00"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

*(Amounts in USD)*

Save Itemization Cancel

5. The itemized details should match the hotel receipt. Click **Save Expense**.

04/29/2022 | A.H.M.I. Hotels

Amount \$230.00 | Itemized \$230.00 | Remaining \$0.00

**Create Itemization** | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	04/28/2022	Lodging	\$100.00
<input type="checkbox"/>	04/28/2022	LodgingTax	\$15.00
<input type="checkbox"/>	04/28/2022	Lodging	\$100.00
<input type="checkbox"/>	04/28/2022	LodgingTax	\$15.00

**VAQUERO HOTEL INVOICE**  
 1201 W. University Drive  
 Edinburg, TX 78539  
 100  
 BILL TO: UTRGV Travler, 123 Main, Brownsville, Texas 78520  
 INVOICE DATE: 04/29/2022

DESCRIPTION	AMOUNT
4/28/22 Nightly rate	100.00
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<b>TOTAL</b>	<b>\$230.00</b>

If the bill includes allowable hotel and lodging expenses, click on **Create Itemization** to add the expense type and details.

**Expenses allowed for hotel and lodging**

Mandatory fees

Internet fees for business use only

**Expenses not allowed for hotel and lodging**

Movie

Laundry

Alcoholic Beverages

Source UTRGV Expense Resource Guide