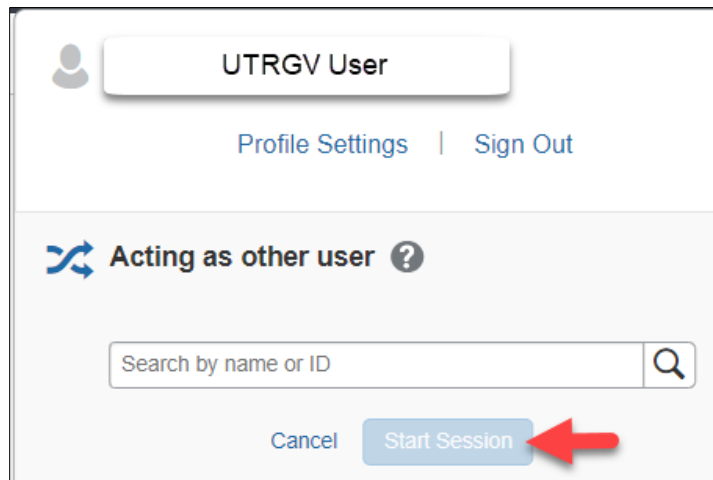


The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.

***Effective April 18, 2022, all travel 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.
 - A. If submitting for a UTRGV **EMPLOYEE OR GUEST who is receiving a reimbursement**, Search for the name to start the session. *Guests will be displayed in all caps.

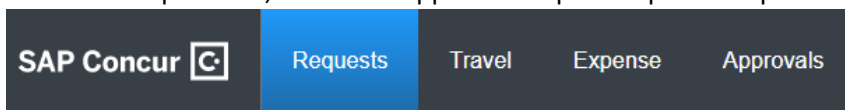


The screenshot shows a user profile for 'UTRGV User' with links for 'Profile Settings' and 'Sign Out'. Below this is a section titled 'Acting as other user' with a search bar labeled 'Search by name or ID' and a magnifying glass icon. At the bottom of this section are two buttons: 'Cancel' and 'Start Session'. A red arrow points to the 'Start Session' button.

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

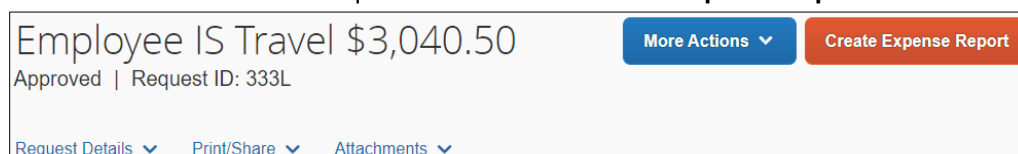
- B. If submitting for **GUEST** that is NOT receiving a reimbursement, continue within your profile.

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



The screenshot shows the SAP Concur navigation bar with tabs for 'Requests', 'Travel', 'Expense', and 'Approvals'. The 'Requests' tab is highlighted in blue.

4. Confirm travel details and request ID then select **Create Expense Report**.



The screenshot shows a travel request summary for 'Employee IS Travel \$3,040.50'. It indicates the request is 'Approved' with 'Request ID: 333L'. There are two buttons: 'More Actions' (blue) and 'Create Expense Report' (orange). Below the summary are links for 'Request Details', 'Print/Share', and 'Attachments'.

- View the **Alerts Messages** to review the Report Header.



Manage Expenses View Transactions Cash Advances

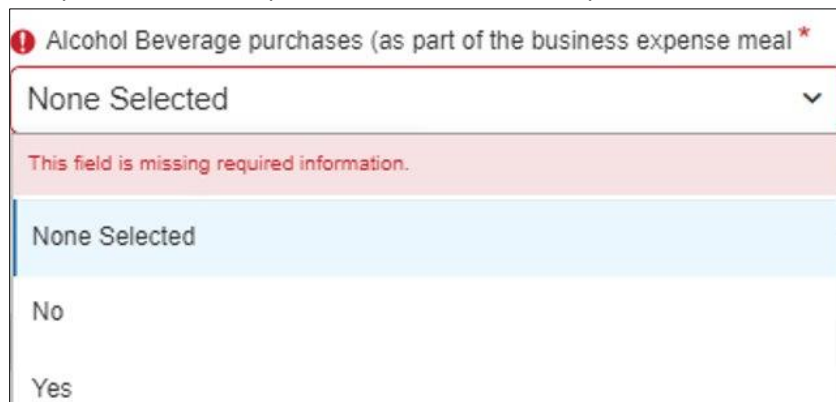
Alerts: 1

REPORT

The report header is missing data in this required field(s): Alcohol Beverage purchases (as part of the business expense meal [View](#)

The information in the Report Header is from the approved Travel Request. At this point, details can be confirmed or updated as needed.

- Complete the alcohol purchase section of the request and select **Save**.



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

None Selected

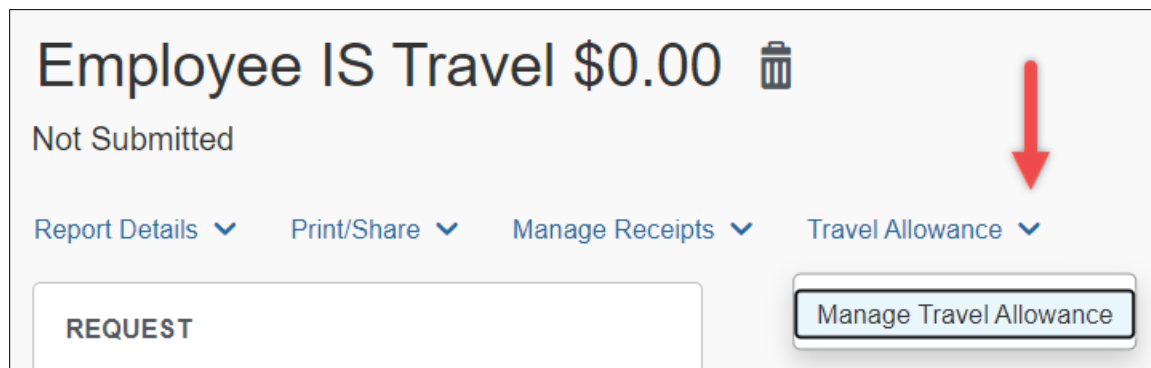
This field is missing required information.


None Selected

No





Yes

- Select Travel Allowance dropdown to select **Manage Travel Allowance**.
The travel allowance is used to calculate GSA rates.



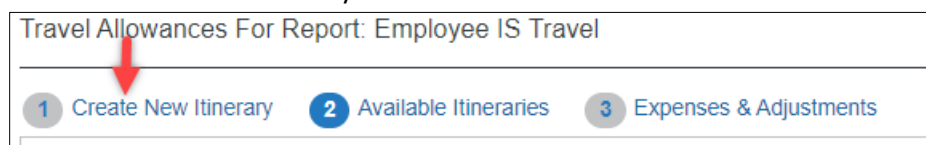
Employee IS Travel \$0.00 

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance 

REQUEST **Manage Travel Allowance**

- Click on Create New Itinerary.



Travel Allowances For Report: Employee IS Travel

1 Create New Itinerary **2 Available Itineraries** **3 Expenses & Adjustments**

REFERENCE GUIDE: HOW TO SUMBIT A TRAVEL EXPENSE REPORT

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

9. Enter the departure city and arrival dates for the **first day** of travel and **Save**.
10. Enter the departure city arrival dates for the **last day** of travel and **Save**.
11. Review and select the two-line items then select **Next**.

<input type="button" value="Add Stop"/> <input type="button" value="Delete Rows"/> <input type="button" value="Import Itinerary"/>			
<input checked="" type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	McAllen, Texas 03/09/2022 06:00 AM	Dallas, Texas 03/09/2022 08:00 AM	DALLAS COUNTY, US-TX, US
<input checked="" type="checkbox"/>	Dallas, Texas 03/14/2022 08:00 AM	McAllen, Texas 03/14/2022 10:00 AM	HIDALGO COUNTY, US-TX,...

12. Review the details of the new line items under Available Itineraries and select **Next**.
13. Identify which meals were provided during travel. The system will update the allowances as per the departure and arrival times. When complete, select **Create Expenses**.

Travel Allowances For Report: Employee IS Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/09/2022 Dallas, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$35.75
<input type="checkbox"/>	03/10/2022 Dallas, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	03/11/2022 Dallas, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	03/12/2022 Dallas, Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$52.00
<input type="checkbox"/>	03/13/2022 Dallas, Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$21.00
<input checked="" type="checkbox"/>	03/14/2022 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

When submitting on behalf of a guest that will not be reimbursed for meals, please click on **Exclude All for all dates as this expense is not applicable. This will update the allowance to \$0.00.*

14. Click on **Add Expense** to include out of pocket and university paid expenses.

From the Available Expenses tab, select only **University Centrally Billed Credit Card** transactions for this travel request and **Add to Report**.

9

Available Expenses

+

Create New Expense

<input type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓
	Pending Card Transaction	Alcohol Bev for Resale	O Siempre Natural Edinburg, Texas	05/26/2022	\$19.90
	University Centrally Billed Credit Card	Airfare	AMERICAN 00177614266616 Omaha, Nebraska	04/26/2022	\$660.84
	University Centrally Billed Credit Card	Airfare	AMERICAN 00177601482144 Omaha, Nebraska	04/20/2022	\$475.96
	University Centrally		UNITED		

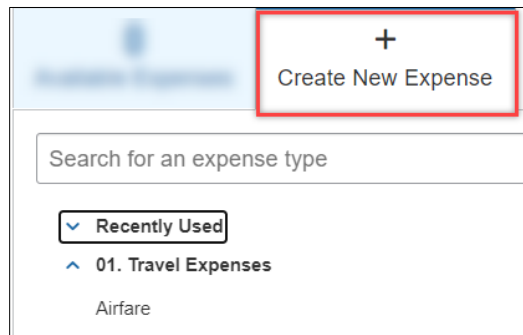
Close

Add to Report

15. The details will list on the Expense Report by date and Expense Type.

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	Meals	Dallas, Texas	03/13/2022	\$21.00
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	03/12/2022	\$52.00
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	03/11/2022	\$53.00
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	03/10/2022	\$53.00
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	03/09/2022	\$35.75
							\$214.75


16. Click on **Add Expense**. From the **Create New Expenses** tab, select the out of pocket expenses.



17. Select Incidentals to include out of pocket travel fees

- Include any information with a red asterisk as they are required fields.
- The Business Purpose and Benefit to University are copied over from the travel request.
- Keep the Payment type set to Out of Pocket.
- It is recommended to include the Vendor name and City of purchases for expenses.
- The currency field defaults to US dollar, however if other currency is selected, it will convert to US Dollar at the current exchange rate.
- The amount can be modified from the original amount.
- If expenses need to be allocated, select the allocate button on the top right to update the speedtypes.

See image on next page.

 **Allocate**
* Required field

Expense Type *

Incidentals

Transaction Date *

04/17/2022

Business Purpose *

Attend Meeting, Conf, etc.

Benefit to University *

2-Administrative and operation du...

Type of Incidental *

Parking


Justification *

park

Enter Vendor Name

Houston

City of Purchase

 Houston, Texas

Payment Type *

Out of Pocket

Request Payment Type

None Selected

Amount *

10.00

Currency *

US, Dollar

Request *

04/19/2022, \$10.00 - Trip-Ret20

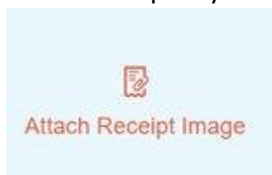
Comment

Save Expense

Cancel

- If the expense is being paid by more than one Speedtype, 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.

18. Attach receipts by clicking on the image to the right.



19. Click **Save Expenses** or to continue with additional out of pocket expenses, click on **Save and Add Another**.
20. The expense report will list line items by date and total the amount that will be reimbursed to the employee.
21. Submit Report.
22. Click on **Accept & Continue** on the User Electronic Agreement.

23. New travel expense is located on the Expenses tab > Manage Expenses.

SUBMITTED	02/21/2022
JS-Feb18	
\$124.75	
Pending Cost Center/Project/Grant Approval	



Status is submitted and includes the current workflow step.

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

Report Details ▼	Prir
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 are required to submit expense reports for out-of-pocket expenses within 60 days from the date the expense was incurred (in the case of travel, within 60 days from the trip end date) 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.