

The purpose of this document is to guide UTRGV users to accurately itemize lodging expenses in iTravel+. 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.

This process is within the travel expense report.

1. Complete the applicable fields on the Lodging Expense. Add the hotel folio on the receipt field.

Select Itemizations.

*The amount entered should only include applicable charges. Charges such as room service, movies or dry cleaning must be omitted from the reimbursement request amount on this expense. Please review the Travel Expense Guide on the Procurement website to review approved reimbursement charges.

2. Select the Recurrence option from the drop-down menu. The hotel folio details the daily itemization for the hotel stay.

- Not recurring indicates the fee is one rate for the stay.
- Same daily rate indicates the daily room rates and applicable taxes are the same.
- Different daily rates indicate the daily room rates and applicable fees are different.

3. Enter the room rate and applicable taxes for each night (if different) and click **Save Itemization**. The remaining amount indicated on the top should zero out.

Add Itemization

Amount \$390.00	Itemized \$390.00	Remaining \$0.00		
Required field *				
Expense Type *				
Lodging				
Recurrence * ?				
Same daily amount				
Nights: 3				
Date	Room Rate *	Room Tax	Tax 2	Tax 3
01/12/2026	100.00	10.00	5.00	15.00
01/13/2026	100.00	10.00	5.00	15.00
01/14/2026	100.00	10.00	5.00	15.00
(Amounts in USD)				
Add Tax Fields				

*Click the [Add Tax Fields](#) link to add 2 additional columns if required. Taxes should not be combined together unless they are similar and additional tax fields are needed.

4. Click **Save Itemizations**.

*Additional charges such as parking or Wi-Fi may be reimbursable, however do not add them to the tax fields. Select **Save and Add Another** to properly itemize the charge within the Lodging expense. Accounts Payable will return expense reports that not itemized properly.

Sample applicable lodging itemization:

New Expense

[Details](#) [Itemizations](#)

[Allocate](#)

Required field *

Expense Type *

Parking

Transaction Date * 01/15/2026

Business Purpose * Attend Meeting

Benefit to University * 5-Professional development that will align with job requirements

City of Purchase Houston, Texas

Payment Type * Out of Pocket

Request Payment Type

Amount * 30.00

Currency * US Dollar (USD)

Justification parking fees for hotel stay

Comment

5. Lodging Expenses will appear in the travel expense report.

Clicking on Attributes will list all lodging itemizaitons for review.

6. Click **Submit Report**.

Report number: XONLNZ Requests: 1
\$1,330.00 Approved

Report Details Print/Share Manage Receipts Travel Allowance

Expenses (8)

Date	Comment	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
01/13/2026				Meals	Houston, Texas	Out of Pocket	\$80.00	...
01/12/2026				Meals	Houston, Texas	Out of Pocket	\$60.00	...
01/12/2026				Lodging	Allstar Hotels Houston, Texas	Out of Pocket	\$390.00	...

\$817.00

7. Review Report Totals and click **Submit Report**.

Report Totals

Company Payments
\$817.00 Employee

Employee Payments
\$0.00 Company

Amount Total: \$817.00	Due Employee: \$817.00	Owed Company: \$0.00
Requested Amount: \$817.00	Total Paid By Company: \$817.00	Total Owed By Employee: \$0.00

Submit Report Cancel

8. Review User Electronic Agreement and click **Accept & Continue**.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for UTRGV and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying UTRGV in full for those expenses.

Accept & Continue Cancel

9. Report has been submitted.