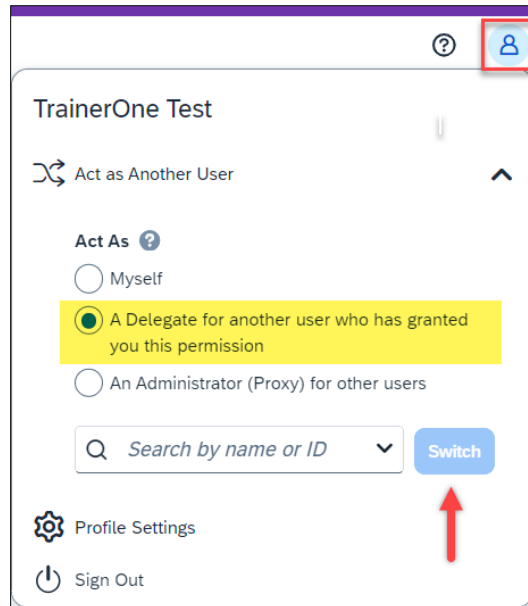


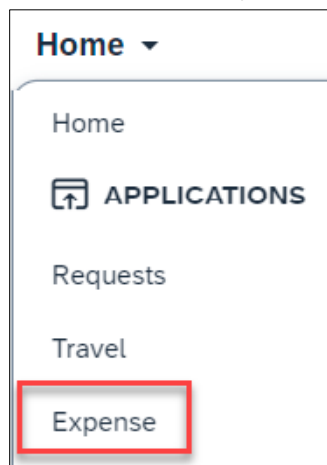
The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for personal car mileage in iTravel+.

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.

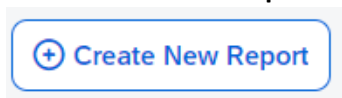
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
 - If submitting for another user, Search for the name to start the session from the Profile Setting.



3. From the **Home** tab, select **Expense**.



4. Select **Create New Report**.



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

Create New Report

Create From an Approved Request

* Required field

Policy *

: Travel

Report Total

Traveler Type *

Employee

Trip Name (enter conference, meeting, event, training name) *

Clinic Visits

Trip Type *

Employee Travel In-State

Trip Start Date

10/02/2023

Trip End Date

10/31/2023

Business Purpose *

Attend Meeting, Conf, etc.

Benefit to University *

2-Administrative and operation duties ...

Does this trip include personal travel? *

No

Personal Dates of Travel

Speedtype *

cost center or project number

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

No

Justification

weekly clinic visits

Comment

Travel Allowance

Select if you have travel and require lodging, meals, or incidental travel allowances.

☐ Yes, I require Travel Allowance
 ☒ No, I do not require Travel Allowance

Cancel

Create Report

**this expense report will not require Travel Allowance as meals are not eligible for reimbursement.*

6. Click **Add Expense**.

7. Select the appropriate mileage expense type.

- When traveling to non campus destinations, choose **Personal Car Mileage**.

Search for an expense type

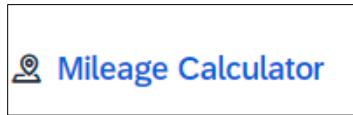
03. Mileage

HRL to/from BRO (Trip - 51)

HRL to/from EDI (Trip - 86.4)

Personal Car Mileage

8. Click Mileage **Calculator** on the top left.



9. Enter complete departure and arrival locations (full address) in the Waypoints fields and click **Add Mileage to Expense** on the bottom right of the page.

 The screenshot shows the "Mileage Calculator" window. On the left, under the "Waypoints" section, there are four input fields labeled A, B, C, and D. Fields A, B, and C contain addresses: "1201 West University Drive, Edinburg", "701 E Expressway 83, McAllen, TX 78501", and "1201 West University Drive, Edinburg". Field D is empty. To the right of the waypoints, there are two distance calculations: "11.8 MI" and "12.0 MI", each with a "Personal" checkbox. Below these is a "Calculate Route" button. At the bottom left, there is a "Deduct Commute" checkbox. In the center bottom, there are two totals: "TOTAL PERSONAL 0.0 MI" and "TOTAL BUSINESS 23.8 MI". On the right side, there is a map showing the route. At the bottom right, there is a blue button labeled "Add Mileage to Expense" and a "Cancel" button.

10. Insert the Transaction date (travel date)

- Business purpose is auto populated from the report details
- Benefit to University is auto populated from the report details
- From and To Locations are populated from the Mileage Calculator
- Vehicle ID – **IN-VALLEY RATE** is selected when traveling within the Rio Grande Valley (Starr, Hidalgo, Cameron and Willacy counties). **STANDARD RATE** is selected when traveling outside of the Rio Grande Valley.
- Distance is calculated from the Mileage Calculator. It can be edited if the route is altered during travel. Deviations from a direct route must be documented in the Comments field.
- Number of passengers can be updated if traveling with other employees.
- Amount is auto populated based on the distance traveled and current state rate.

See complete sample on the next page.

[Details](#)
[Itemizations](#)
[how Receipt](#)

[Mileage Calculator](#) | [Allocate](#)

Expense Type *

Personal Car Mileage

Transaction Date *

10/05/2023

Business Purpose *

Attend Meeting, Conf, etc.

Benefit to University *

2-Administrative and operation duties will be perfor...

From Location *

1201 West University Drive, Edinburg, TX 78539, US

To Location *

701 E Expressway 83, McAllen, TX 78501, USA

Payment Type

Out of Pocket

Request Payment Type

Vehicle ID *

IN-VALLEY RATE

Distance to Date

0

Distance *

24

Number of Passengers *

0

Amount

5.52

Currency

US, Dollar (USD)

Reimbursement Rates

USD 0.23 per mile

Comments To/From Approvers/Processors

Save Expense

Save and Add Another

Cancel

11. Click **Save** if complete or **Save and Add Another** if other expenses are required.

- If expense needs to be allocated, select the [Allocate](#) button on the top left to update the Speedtype.
 - Click **Add** and **Save** the current Speedtype.
 - Click **Add**, select another Speedtype and click **Save**.
 - Allocations may be split into percentages or amounts.

12. Click **Submit Report**.

Clinical visits \$5.52

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: N8SHOM

Report Details

Print/Share

Manage Receipts

Travel Allowance

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Personal Car Mileage		10/05/2023	\$5.52
						\$5.52

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

14. Click **Submit Report**.