

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+.

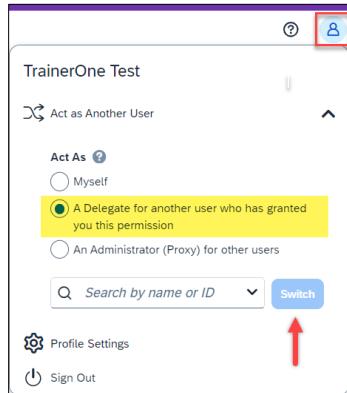
Ensure all mileage reimbursement claims are submitted within 60 days of the trip end date to comply with IRS Publication 463. Claims submitted after 60 days are subject to federal and state tax withholdings.

This process applies to inter-campus mileage, in-valley mileage and standard rate mileage (non-Valley), effective January 1, 2025.

Accessing iTravel+

1. Log into my.utrgv.edu using your UTRGV credentials.
2. Select the iTravel+ application icon from the dashboard.

- If submitting for another user, Search for the name to start the session



Creating a New Expense Report

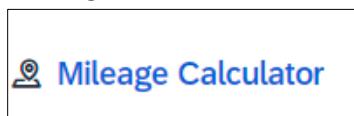
1. From the **Expense** tab, select **Manage Expenses**.
2. Select **Create New Report**.
3. Select the **Travel** policy and complete the required fields.
4. Click **Create Report**

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

- Click **Add Expense** and select **Manually Create Expense** from the drop down menu.
- Select the **Personal Car Mileage** expense type

The screenshot shows a user interface for adding an expense. At the top, there are three options: 'Scan Receipt', 'Manually Create Expense' (which is underlined in blue, indicating it's selected), and 'Select from Available Expenses (0)'. Below this is a search bar with a placeholder 'Select an expense type for the new expense'. Underneath the search bar is a 'Search' input field with a magnifying glass icon. A section titled 'Recently Used' lists 'Airfare' and 'Personal Car Mileage', with 'Personal Car Mileage' highlighted by a red box.

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

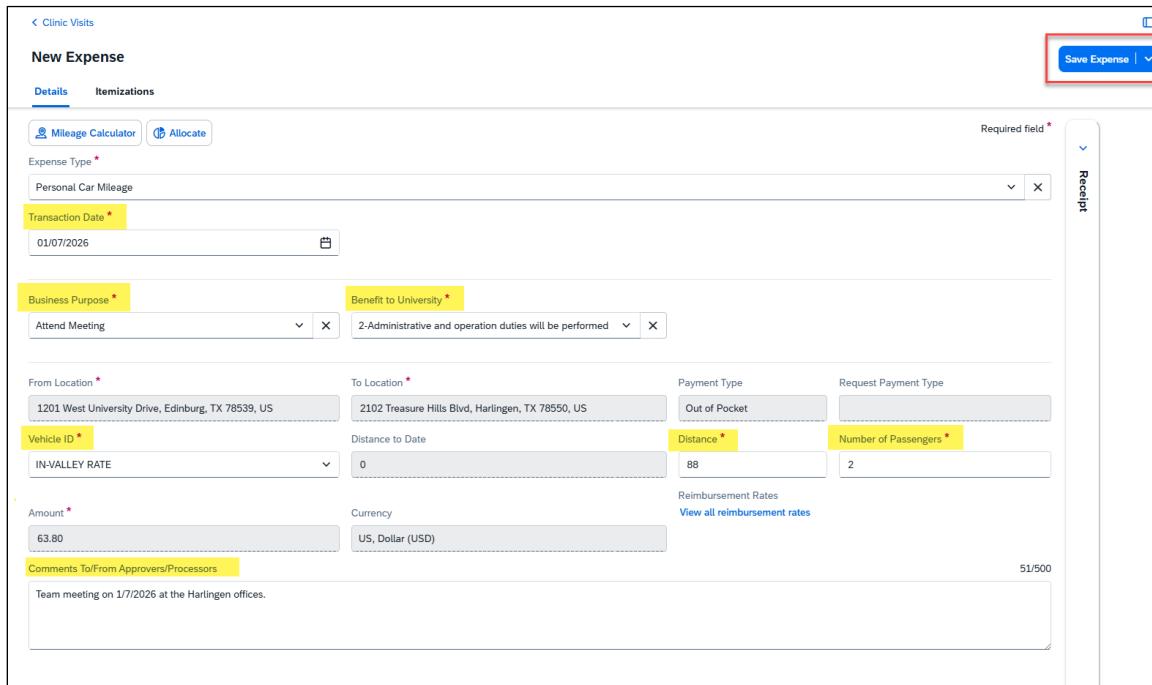


- Enter complete departure and arrival locations (include the street number, name, city/state and zip code) in the Waypoints fields then click **Add Mileage to Expense** on the bottom right of the page.

The screenshot shows a 'Mileage' calculator interface. At the top, it says 'Mileage' and 'Mileage Calculator'. Below that are checkboxes for 'Avoid Tolls' and 'Avoid Highways'. A 'Waypoints' section contains four entries: '1201 West University Drive, Edinburg', '2102 Treasure Hills Blvd, Harlingen, TX', '1201 West University Drive, Edinburg', and an empty field. The first three entries are highlighted with a red box. To the right is a map showing a route from Edinburg to Harlingen, Texas, with a red dot at point 'C'. The map includes labels for 'Austin', 'Edinburg', 'Harlingen', 'Colonia', 'LULL', 'ALMA COLONIA', 'MILPAS', 'El Ca', and 'Ang'. Below the map, it says 'Calculate Route'. At the bottom, it shows 'TOTAL PERSONAL 0.0 MI' and 'TOTAL BUSINESS 87.8 MI'. A checkbox for 'Deduct Commute' is available. At the bottom right are buttons for 'Add Mileage to Expense' (which is highlighted with a red box) and 'Cancel'.

- Insert the Transaction date (travel date)
 - The **Business Purpose** is automatically populated from the report details.
 - The **Benefit to the University** is automatically 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. Both options use the same current State rate.

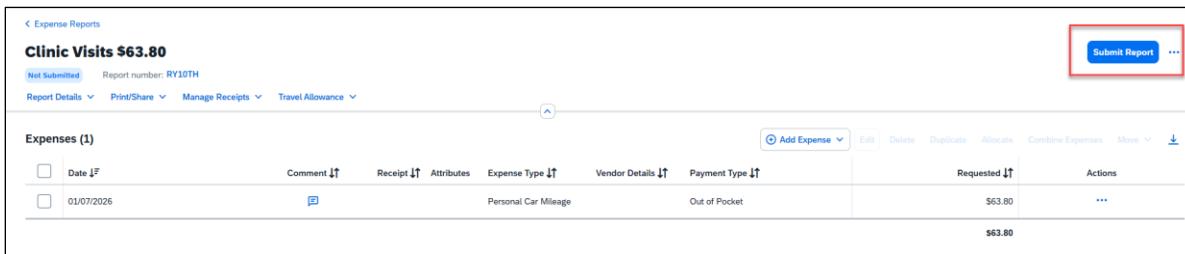
- e. **Distance** is calculated from the Mileage Calculator. It can be edited if the route changed during travel. Any deviations from a direct route must be documented in the Comments field.
- f. The **Number of Passengers** can be updated if traveling with other employees.
- g. The **Amount** is automatically populated based on the distance traveled and current state rate.



The screenshot shows the 'New Expense' form for 'Personal Car Mileage'. The 'Save Expense' button is highlighted with a red box. The form includes fields for Transaction Date (01/07/2026), Business Purpose (Attend Meeting), Benefit to University (2-Administrative and operation duties will be performed), From Location (1201 West University Drive, Edinburg, TX 78539, US), To Location (2102 Treasure Hills Blvd, Harlingen, TX 78550, US), Payment Type (Out of Pocket), Request Payment Type (Number of Passengers 2), Distance (88), IN-VALLEY RATE (0), Amount (63.80), Currency (US, Dollar (USD)), and Comments (Team meeting on 1/7/2026 at the Harlingen offices). The 'Save Expense' button is located in the top right corner of the form.

10. Click **Save** if the entry is complete, or **Save and Add Another** (drop down menu) if additional expenses need to be recorded.
 - If the expense requires allocation, click the Allocation button on the top left.
 - Click **Add** and **Save** the current Speedtype.
 - Click **Add**, select another Speedtype and click **Save**.
 - Allocations may be divided by percentages or amounts.

11. Click **Submit Report**.



The screenshot shows the 'Report Details' page for a report titled 'Clinic Visits \$63.80'. The report is not submitted. The page includes a table of expenses with columns for Date, Comment, Receipt, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions. The first expense is for 01/07/2026, Personal Car Mileage, Out of Pocket, and \$63.80. The 'Submit Report' button is highlighted with a red box.

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