

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.*

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

Add Expense to Report

Scan Receipt [Manually Create Expense](#) Select from Available Expenses (0)

Select an expense type for the new expense

Search

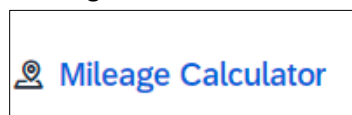
Search by expense type, category, description

Recently Used

Airfare

Personal Car Mileage

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



8. 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.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- 1201 West University Drive, Edinburg
- 2102 Treasure Hills Blvd, Harlingen
- 1201 West University Drive, Edinburg

43.9 MI
☐ Personal

43.9 MI
☐ Personal

Calculate Route

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI

TOTAL BUSINESS 87.8 MI

Add Mileage to Expense Cancel

9. Insert the Transaction date (travel date)
 - a. The **Business Purpose** is automatically populated from the report details.
 - b. The **Benefit to the University** is automatically populated from the report details.
 - c. **From** and **To Locations** are populated from the Mileage Calculator
 - d. 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.

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**.

Date	Comment	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
01/07/2026				Personal Car Mileage		Out of Pocket	\$63.80	...
							\$63.80	

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