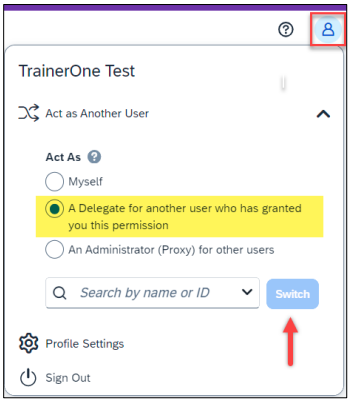
The University of Texas Rio Grande Valley
Accounts Payable

HOW TO SUBMIT MILEAGE REIMBURSEMENT – PERSONAL CAR MILEAGE

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.

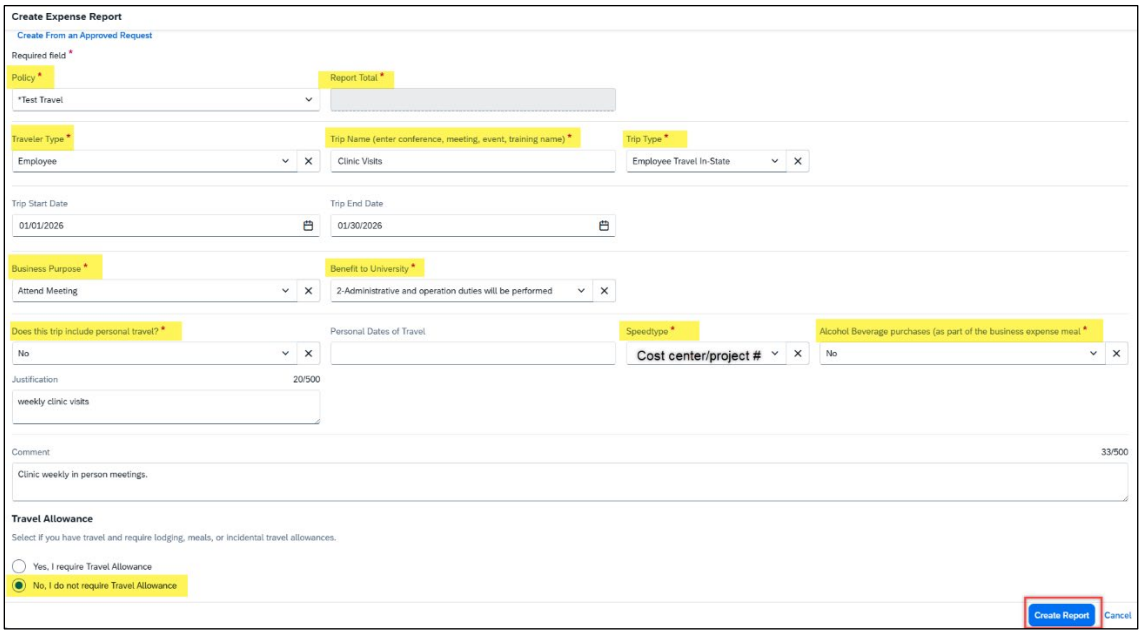
Accessing iTravel+

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



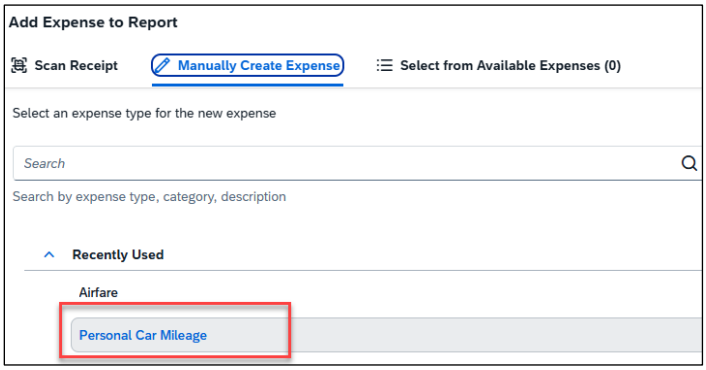
Creating a New Expense Report

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**

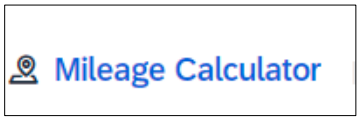


**this expense report will not require Travel Allowance as meals are not eligible for reimbursement.*

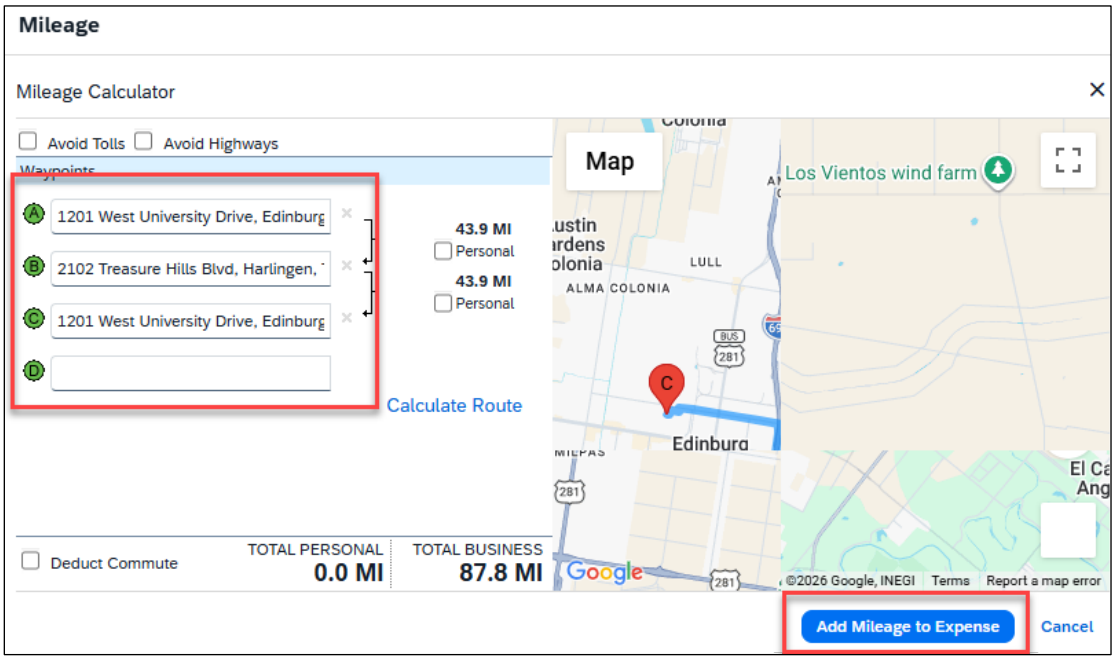
5. Click **Add Expense** and select **Manually Create Expense** from the drop-down menu.
6. Select the **Personal Car Mileage** expense type



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



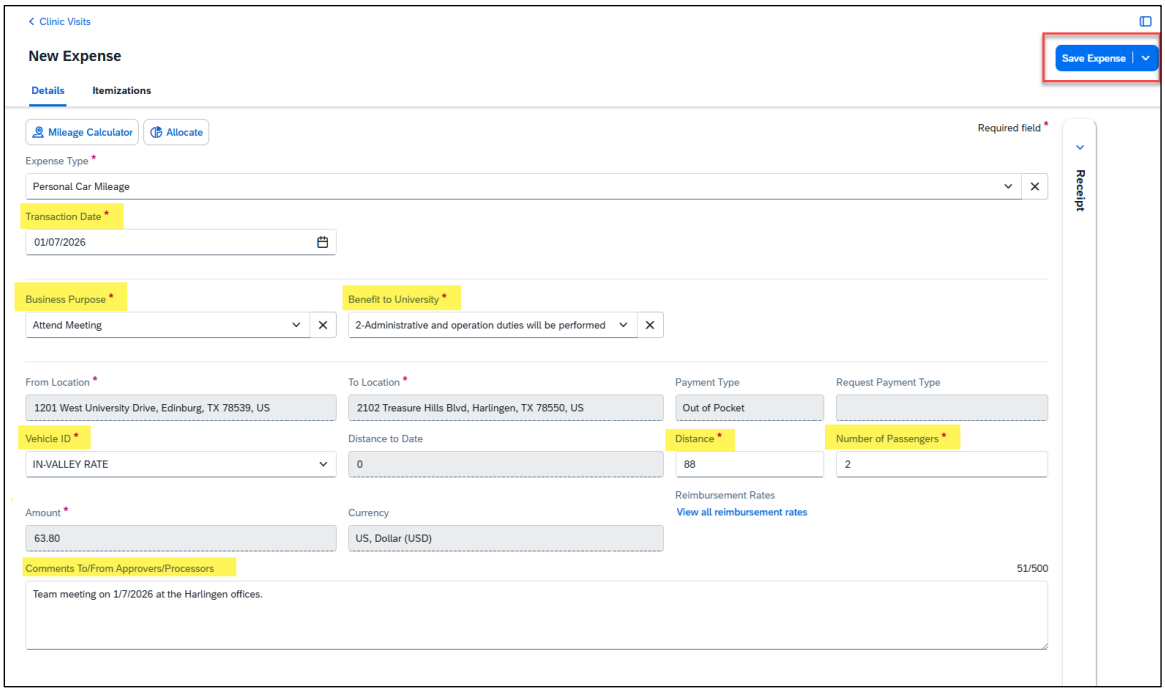
8. Enter complete departure and arrival locations (include the street number, name, city/state and zip code*) in the Waypoints fields then click Add **Mileage to Expense** on the bottom right of the page.



**If the address does not populate completely, no error will display; however, the report will be returned for correction. Use the following workarounds to correct the Waypoint address:*

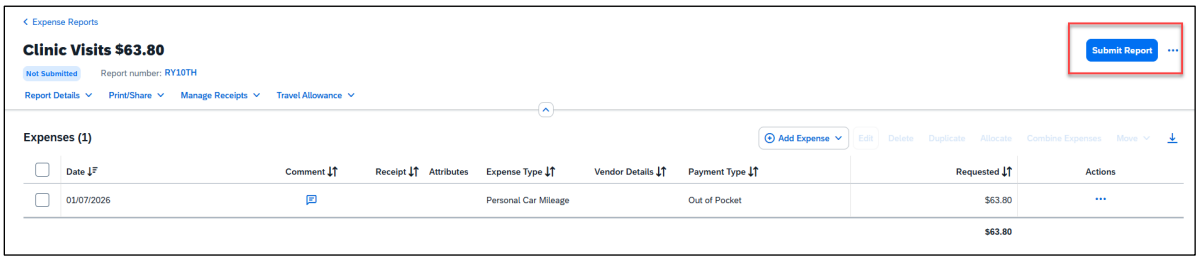
- **Delete the Personal Car Mileage entry and recreate it.** Incorrect information may be cached in iTravel+ and can automatically repopulate when editing an existing entry.
- **If the issue persists, delete the entry, log out of iTravel+, and clear your browser cache before creating a new entry.**
- **If only a location title appears, enter the full legal address.** For example, entering *Harlingen Airport* may not populate the complete address; instead, enter *VALLEY INTERNATIONAL AIRPORT* to ensure the street number, street name, city, state, and ZIP code are included.

9. Insert the Transaction date (travel date)
   a. The **Business Purpose** is automatically populated from the report details.
   b. The **Benefit to the Univesity** 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**.



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