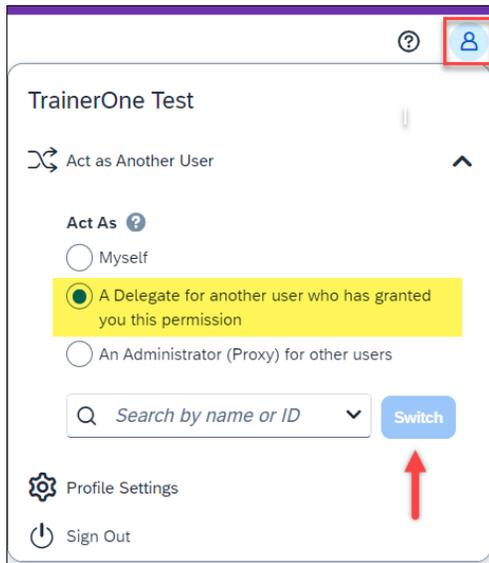


The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for personal car mileage in iTravel+.

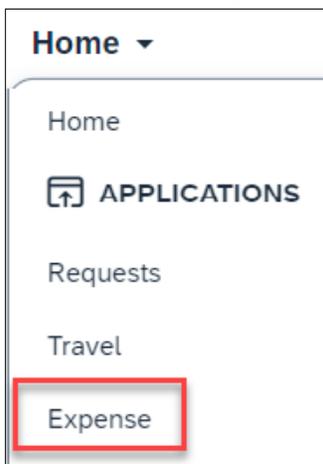
Ensure all mileage reimbursement claims are submitted within 60 days of the trip end date to comply with IRS Publication 463. Claims submitted after 60 days are subject to federal and state tax withholdings.

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

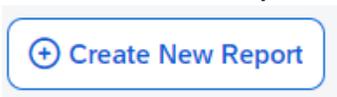
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
 - If submitting for another user, Search for the name to start the session from the Profile Setting.



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



4. Select **Create New Report**.



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

The screenshot shows the 'Create New Report' form with the following fields populated:

- Policy ***: Travel
- Report Total**: (empty)
- Traveler Type ***: Employee
- Trip Name (enter conference, meeting, event, training name) ***: Clinic Visits
- Trip Type ***: Employee Travel In-State
- Trip Start Date**: 1/1/2025
- Trip End Date**: 1/31/2025
- 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**: (empty)
- Speedtype ***: cost center or project number
- Alcohol Beverage purchases (as part of the business expense meal) ***: No
- Justification**: weekly clinic visits
- Comment**: (empty)
- Travel Allowance**: No, I do not require Travel Allowance

Buttons: 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 **Personal Car Mileage** expense type

The screenshot shows a search box for expense types with the following results:

- 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 (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.

A screenshot of a web application window titled "Mileage Calculator". The window has a close button in the top right corner. On the left, there are checkboxes for "Avoid Tolls" and "Avoid Highways". Below these is a "Waypoints" section with four input fields labeled A, B, C, and D. Fields A, B, and C contain addresses: "1201 West University Drive, Edinburg", "One West University Blvd, Brownsvill", and "1201 West University Drive, Edinburg". Field D is empty. To the right of the waypoints is a "Map" section showing a map of the area around Arroyo City and Alton. Below the map, there are two distance calculations: "66.1 MI" and "66.3 MI", each with a "Personal" checkbox. At the bottom of the window, there is a "Deduct Commute" checkbox, a "0.0 MI" label, and a "132.4 MI" label. A red box highlights the "Add Mileage to Expense" button, and a "Cancel" button is to its right. The footer of the map area includes "2025 Google, INEGI Terms Report a map error".

10. 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 of \$0.70/mile.
- **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.
- The **Number of Passengers** can be updated if traveling with other employees.
- The **Amount** is automatically populated based on the distance traveled and current state rate.

REFER TO THE COMPLETE SAMPLE OF THE NEXT PAGE.

New Expense

[Save Expense](#) [Cancel](#)
[Show Receipt](#)

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

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

Expense Type * Transaction Date * * Required field
 Personal Car Mileage 01/06/2025

Business Purpose * Benefit to University *
 Attend Meeting, Conf, etc. 2-Administrative and operation duties will be ...

From Location * To Location * Payment Type Request Payment Type
 1201 West University Drive, Edinburg, TX 78539, US One West University Blvd, Brownsville, TX 78520, US Out of Pocket

Vehicle ID * Distance to Date Distance * Number of Passengers *
 IN-VALLEY RATE 0 132 0

Amount * Currency Reimbursement Rates
 92.40 US, Dollar (USD) [View all reimbursement rates](#)

Comments To/From Approvers/Processors 0/500

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

11. Click **Save** if the entry is complete, or **Save and Add Another** 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.

12. Click **Submit Report**.

Clinical Visits \$92.40

[Submit Report](#) [Copy Report](#) [Delete Report](#)

Not Submitted | [Report Number: 77500B](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#) [View Available Receipts](#)

Expenses [Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓	
<input type="checkbox"/>		Out of Pocket	Personal Car Mileage		01/06/2025	\$92.40	...
						\$92.40	

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

14. Click **Submit Report**.