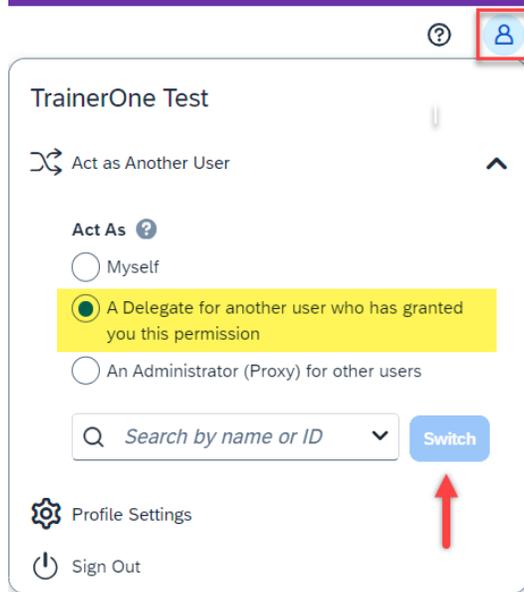


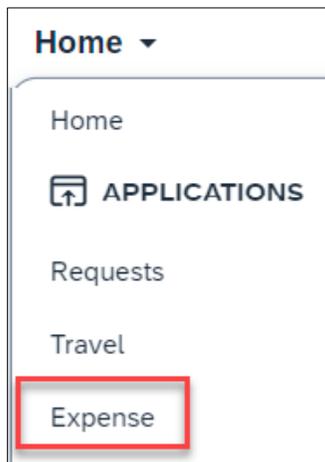
The purpose of this document is to guide UTRGV users to on how to complete and submit a reimbursement for intercampus mileage in iTravel+.

Effective April 18, 2022, all 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.

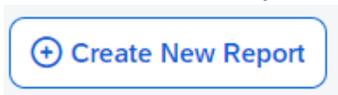
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
  - If submitting for another user, Search for the name to start the session from the Profile Setting.



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 \* Report Total

\*Test Travel [Greyed out field]

---

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

Employee Intercampus Travel Employee Travel In-State

---

Trip Start Date Trip End Date

10/02/2023 10/31/2023

---

Business Purpose \* Benefit to University \*

Attend Meeting, Conf, etc. 2-Administrative and operation duties ...

---

Does this trip include personal travel? \* Personal Dates of Travel Speedtype \* Alcohol Beverage purchases (as part of the business expense meal) \*

No [Empty field] (31050059) DES-Procurement No

Justification

weekly visits to other campus

Comment

[Empty text area]

---

**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 **Create New Expense**.

**Add Expense** Edit Delete Copy Allocate Com

---

99+ Available Expenses **+ Create New Expense**

8. Select the appropriate mileage expense type.

- When traveling campus to campus, choose one of the first 8 options, otherwise select Personal Car Mileage.

03. Mileage

- BRO to/from EDI (Trip - 131.8)
- BRO to/from HRL (Trip - 51)
- EDI to/from BRO (Trip - 131.8)
- EDI to/from HRL (Trip - 86.4)
- EDI to/from RGC (Trip - 102.8)
- EDI to/from SPI (Trip - 168.2)
- HRL to/from BRO (Trip - 51)
- HRL to/from EDI (Trip - 86.4)
- Personal Car Mileage

9. Populate required fields then click on **Save Expense** or **Save and Add Another**.

### New Expense

Details | Itemizations

Allocate \* Required field

Expense Type \*  
BRO to/from EDI (Trip - 131.8) X v

Transaction Date \*  
10/03/2023

Business Purpose \*  
Attend Meeting, Conf, etc. v

Benefit to University \*  
2-Administrative and operation duties will be perfor... v

Justification

# Trips \*  
1

Rate per Trip  
30.31

Payment Type \*  
Out of Pocket v

Amount will calculate when you save  
0.00

Currency \*  
US, Dollar (USD) X v

Comment  
meeting in Edinburg

Save Expense | Save and Add Another | Cancel ←

- If expense required to be allocated, select the [Allocations](#) button on the top right to update the speedtype.
  - Allocations may be split into percentages or amounts.
  - Click **Add** and **Save** the current Speedtype.
- **# of Trips** refers to the trips taken on the Transaction Date. One trip is considered a round trip.
- Receipts are not required for intercampus travel, however travelers may attach emails or travel logs for approvers to review.
- **Do not bulk several days into one expense entry. Each travel day must be listed individually.**

10. **Submit Report.**

- Select the line item to Edit, Delete, Copy or Allocate details.

**Intercampus Travel \$53.77** Delete Report Copy Report **Submit Report**

Not Submitted | Report Number: T3ZIPC

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts 📄

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↑
<input type="checkbox"/>			Out of Pocket	BRO to/from HRL (Trip - 51)		10/04/2023	\$23.46
<input type="checkbox"/>			Out of Pocket	BRO to/from EDI (Trip - 131.8)		10/03/2023	\$30.31
							<b>\$53.77</b>

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

12. Click **Submit Report**.