

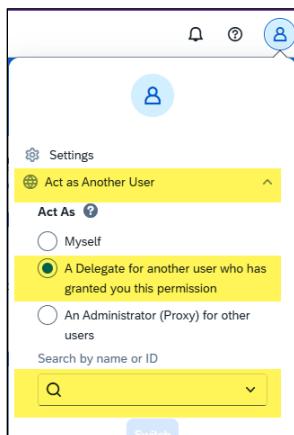
## Overview

The purpose of this document is to guide full-time UTRGV faculty and staff through the process of requesting reimbursement for approved moving expenses. Employees should submit their reimbursement requests promptly, and requests are accepted for up to one year from the employee's hire date. Accounts Payable will verify the maximum reimbursement amount by obtaining the employee's offer letter from Human Resources.

Reimbursement requests can be initiated once the employee's official start date has commenced. All allowable moving expenses are defined in the UTRGV Handbook of Operating Procedures, section Moving Expense Policy-ADM 10-601.

## Accessing iTravel+

1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
  - o If submitting for a UTRGV employee who is receiving a reimbursement, search for the employee's name to begin the session.



## Creating a New Expense Report

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

4. Click Create Report.

Create New Report

Create From an Approved Request

Required field \*

Policy \* -Business Expense Reimburs...

Report Total \*

Report Name \* Maria Smith

Business Purpose \* Relocation Expenses

Benefit to University \* 5-To support mission of Uni...

Speedtype \* (21000007) Human Resour...

Alcohol Beverage purchases (as part of the business expense meal) No

Justification 40/500

Comment 102/500

Approved relocation expense amount totals \$3,000.  
Supporting documentation attached to expense report.

Create Report Cancel

- **Report Name:** Use the employee's name for easy identification.
- **Business Purpose:** Select the most appropriate response.
- **Benefit to University:** Select the most appropriate response.
- **Speedtype:** Enter the approved cost center responsible for reimbursement fees.
- **Alcohol Beverage Purchases:** Select "Yes" if reimbursement includes alcohol purchases, or "No" if not applicable.
- **Justification and Comment:** Include information useful to cost center manager approvers or Accounts Payable. The offer letter should not be attached.

## Adding Moving Expenses

1. Click **Add Expense**.
2. Select **Manually Create Expense** from the drop-down menu.
  - Choose the *Empl Moving Exp Nontax* expense option for all transactions.

Add Expense to Report

Scan Receipt **Manually Create Expense** Select from Available Expenses (0)

Search

Search by expense type, category, description

Empl Moving Exp Nontax

Collapse All Sections

## HOW TO SUBMIT MOVING EXPENSE REIMBURSEMENT

3. Complete the required fields in the expense form and click **Save Expense**:

The image shows two side-by-side screens. The left screen is the 'New Expense' form under the 'Details' tab. It includes fields for 'Expense Type' (Empl Moving Exp Nontax), 'Transaction Date' (12/01/2025), 'Business Purpose' (Relocation Expenses), 'Benefit to University' (Uhaul), 'City of Purchase' (Houston, Texas), 'Payment Type' (Out of Pocket), 'Amount' (\$200.00), 'Currency' (US, Dollar (USD)), 'Justification' (packing supplies), and a 'Comment' section. The right screen shows a 'Receipt' detail view for an 'INVOICE' (No: 100). The receipt lists 'Shipping CO.' (123 Main St., Houston, TX 77005), 'Date' (12-1-2025), and a table of items: 'Packing supplies' for \$200.00. The table also shows a total of \$200.00 paid by CASH. A red box highlights the 'Save Expense' button on the expense form.

- **Expense Type:** Use *Empl Moving Exp Nontax* for all expenses.
- **Transaction Date:** Enter the date as shown on the receipt.
- **Business Purpose and Benefit to University:** These fields auto-populate from the request form.
- **Vendor Name:** List the business name (recommended).
- **City of Purchase:** Enter the location where the expense was incurred.
- **Payment Type:** Select *Out of Pocket*.
- **Amount:** Enter the reimbursement amount as shown on the receipt, or adjust if the charge includes an unallowable expense.
- **Currency:** Select *US Dollar (USD)*.
- **Justification:** Enter a validation for this expense.
- **Comment:** Add additional details if necessary.

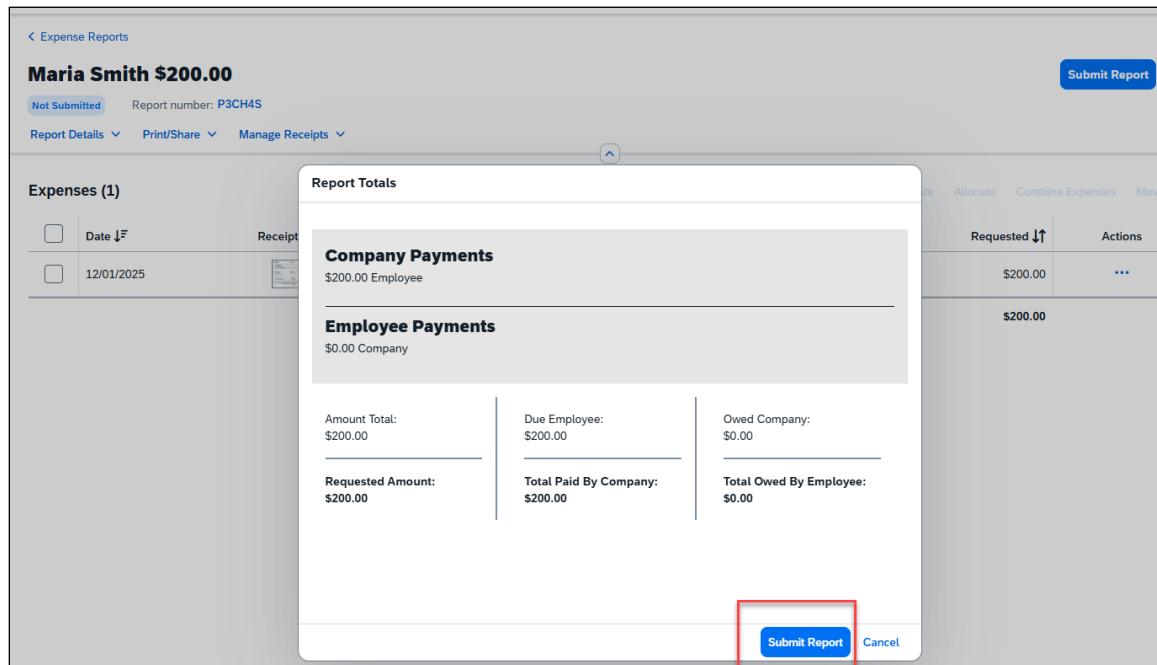
4. Add Receipt: Upload or drag and drop a copy of the receipt.
5. Click **Add Expense** to include other applicable moving expenses, repeating the above steps as needed.
6. If there are no additional expenses, proceed to the next step.

### Managing Receipts and Submitting the Report

Include all required documentation under Manage Receipts before submitting your report. Omitting necessary documents may result in your expense report being returned or delayed. Valid receipts must clearly show the method of payment (e.g., Visa x1234).

## HOW TO SUBMIT MOVING EXPENSE REIMBURSEMENT

Once all allowable expenses have been entered, click **Submit Report**. Note that all expense types should be listed as *Empl Moving Exp Nontax*.



The screenshot shows a web-based expense reporting system. At the top, it displays "Maria Smith \$200.00" and a "Report Details" section with "Not Submitted" status and report number "P3CH4S". A "Submit Report" button is located in the top right. A modal window titled "Report Totals" is open in the center. The modal contains two sections: "Company Payments" (\$200.00 Employee) and "Employee Payments" (\$0.00 Company). Below these are summary totals: "Amount Total: \$200.00", "Requested Amount: \$200.00", "Due Employee: \$200.00", "Total Paid By Company: \$200.00", "Owed Company: \$0.00", and "Total Owed By Employee: \$0.00". At the bottom of the modal are "Submit Report" and "Cancel" buttons, with "Submit Report" being highlighted with a red box.

1. Click **Accept & Continue** on the Electronic Agreement pop-up.
2. Review the report totals and click **Submit Report**.
3. Close the Report Status pop-up.

