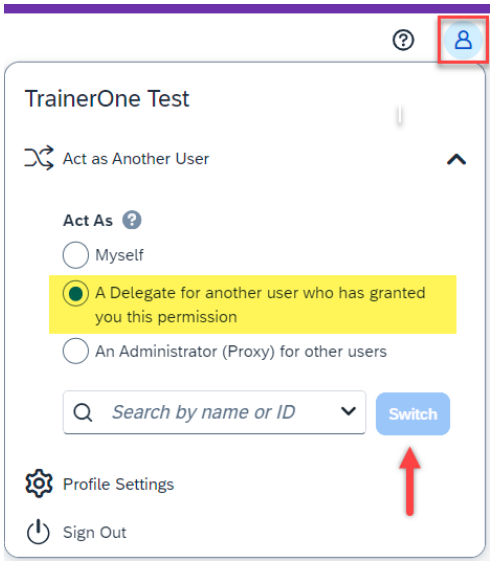
The University of Texas Rio Grande Valley
Accounts Payable

# REFERENCE GUIDE: HOW TO SUBMIT A TRAVEL EXPENSE REPORT

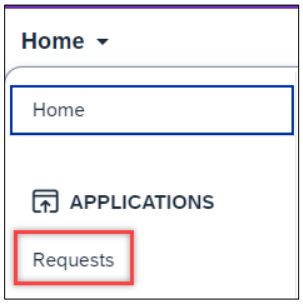
**The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.**

***Effective April 1, 2022, all travel expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholding and IRS requirements.**

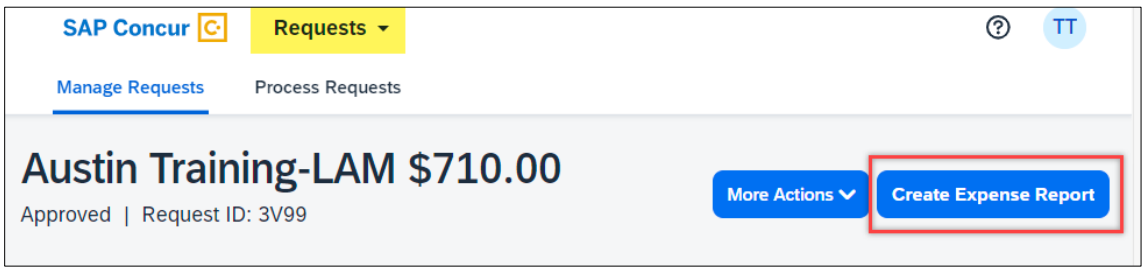
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
   - If submitting for another user, Search for the name to start the session




3. From the **Home**, select **Requests** to locate the approved travel request.



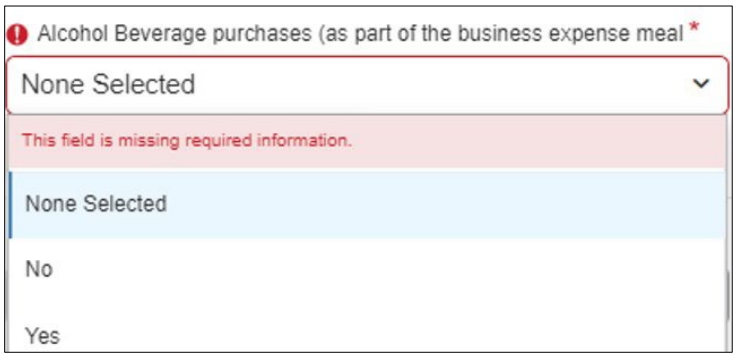

4. Confirm travel details and request ID then select **Create Expense Report**.



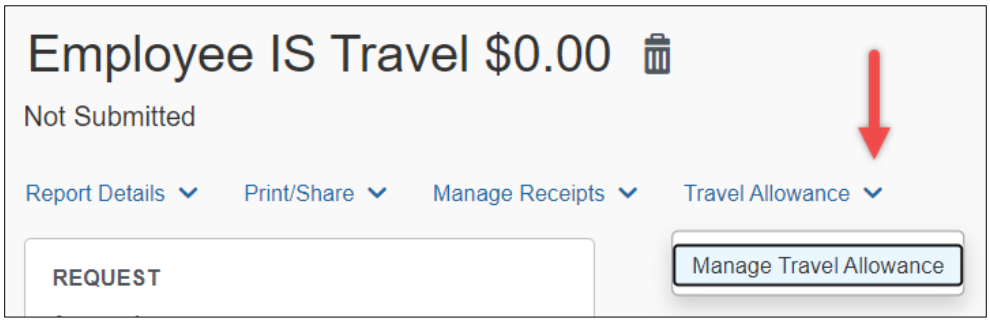
5. View the **Alerts Messages** to review the Report Header.

***The information in the Report Header is from the approved Travel Request. At this point, details can be confirmed or updated as needed.***

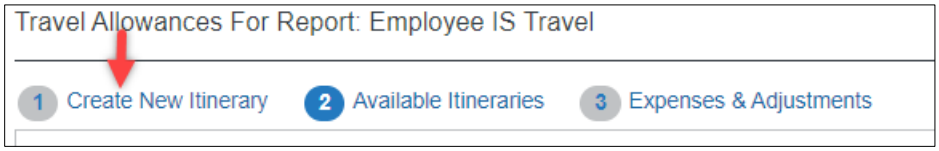
6. Complete the alcohol purchase section of the request and select **Save**.



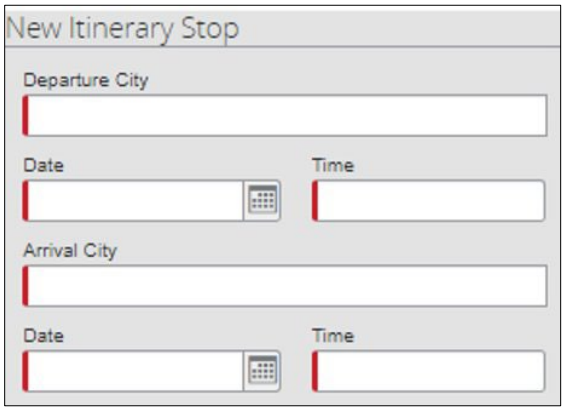

7. Select Travel Allowance dropdown to select **Manage Travel Allowance**.
   The travel allowance is used to calculate GSA rates and is required for meals and lodging.



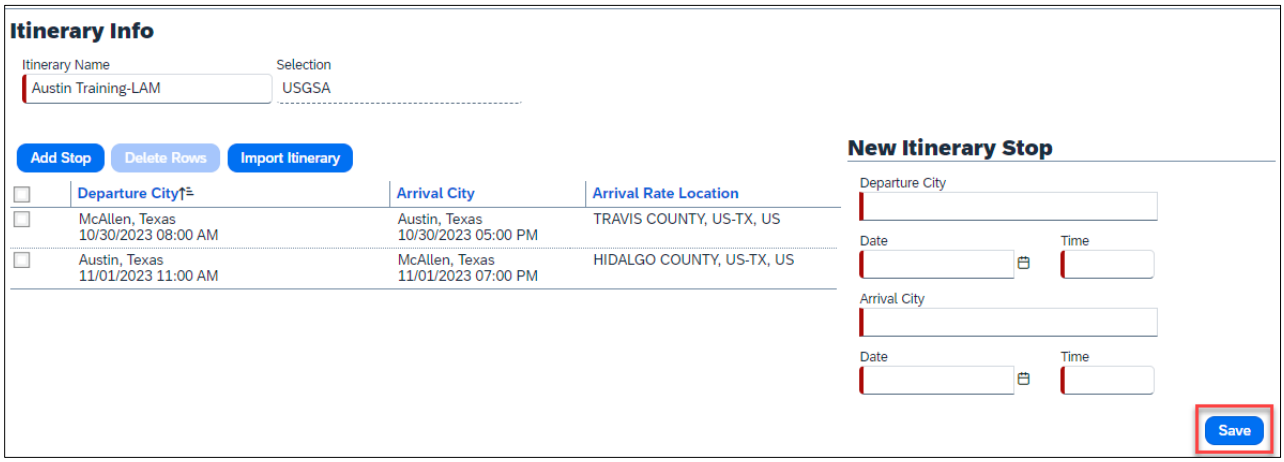

8. Click on **Create New Itinerary**.



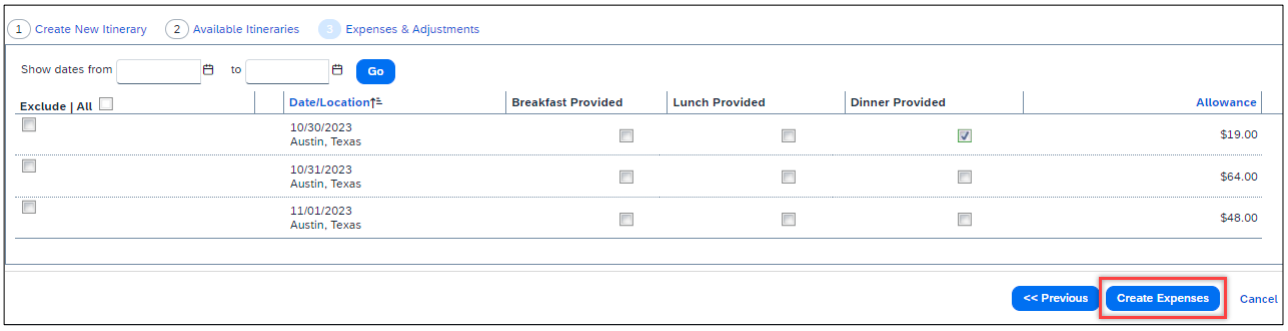
9. Enter the departure city and arrival dates for the **first day** of travel and **Save**.
   Enter the departure city arrival dates for the **last day** of travel and **Save**.



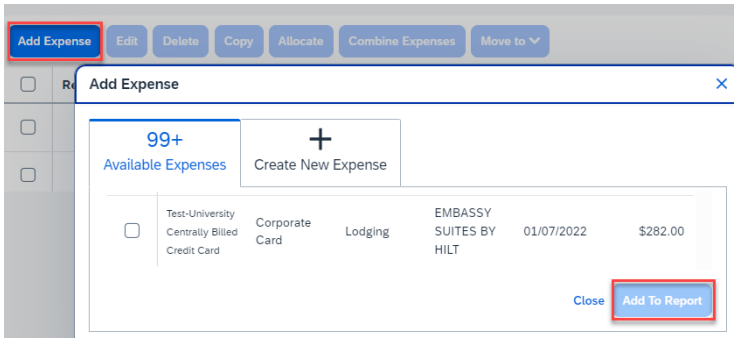

10. Review and select **Save**.



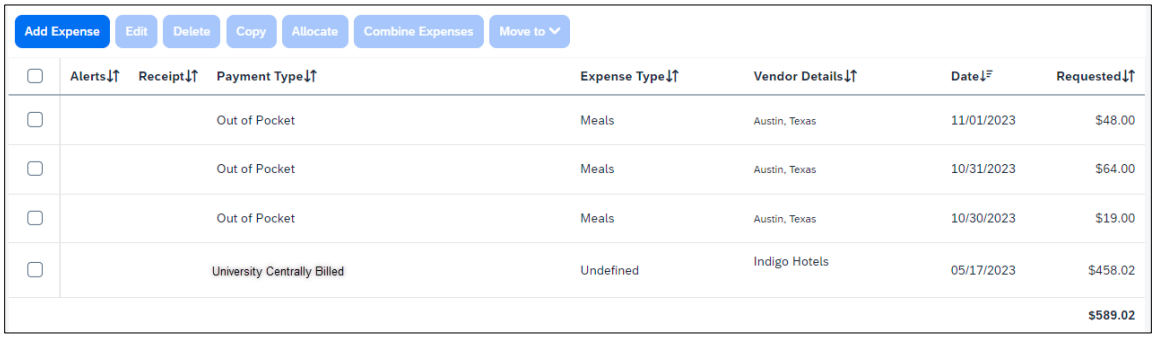

11. Select **Expenses & Adjustments.**
12. Identify which meals were provided during travel. The system will update the allowances as per the departure and arrival times. When complete, select **Create Expenses**.



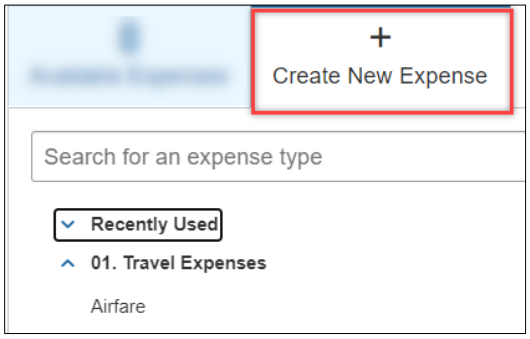
13. Click on **Add Expense** to inlcude university paid expenses.
    From the Available Expenses tab, select the credit card transactions for this travel request and **Add to Report**.




14. The details will list on the Expense Report by date and Expense Type.

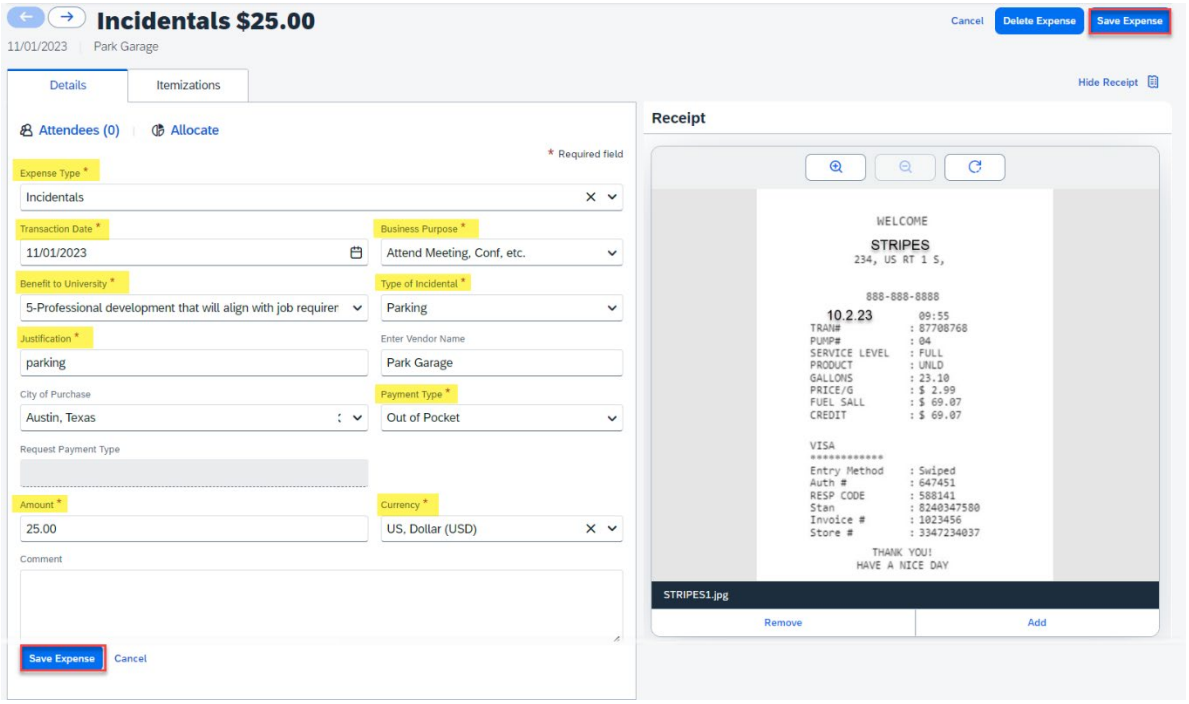



15. Click on **Add Expense**. From the **Create New Expenses** tab, select the out of pocket expenses.




16. Select Incidentals (or applicable expense type) to include out of pocket travel fees.
    - Include any information with a red asterisk as they are required fields.
    - The Business Purpose and Benefit to University are copied over from the travel request.
    - Keep the Payment type set to Out of Pocket.
    - It is recommended to include the Vendor name and City of purchases for expenses.
    - The currency field defaults to U.S. dollar, however if other currency is selected, it will convert to US Dollar at the current exchange rate.
    - The amount can be modified from the original amount if unallowable expenses are included on a receipt.

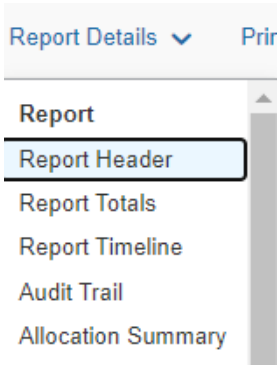
- If expenses need to be allocated, select the allocate button on the top right to update the speedtype.




  - If the expense is being paid by more than one Speedtype, click the Allocate button on top left. Click **Add** and **Save** the current Speedtype.
  - Click **Add**, select another Speedtype and click **Save**.
  - Allocations can be split into percentages or amounts.

17. Attach receipts by clicking on the image to the right.
18. Click **Save Expenses** if complete or click **Save and Add Another** to add additional expenses.
19. The expense report will list line items by date and include the total amount that will be reimbursed to the employee.
20. **Submit** Report.
21. Click on **Accept & Continue** on the User Electronic Agreement.
22. New travel expense reports are located under Expense>Manage Expenses

To view expense report details, use the drop-down menu from the **Report Details**.




***Report Header**: Preview of expense details.*

***Report Totals**: amount of reimbursement.*

***Report Timeline**: approval status of the workflow.*

***Audit Trail**: lists actions taken from beginning to end.*

***Allocation Summary**: lists the percentages/amounts allocated for speed types selected.*

Additional Notes:

- **Budget check**: A budget check against the cost center will be processed once the travel expense is submitted. If not available, the expense report will be returned, giving the requestor the opportunity to allocate funds or change the cost center.
- **Submission Requirements**: Employees are required to submit expense reports for out-of-pocket expenses within 60 days from the date the expense was incurred (in the case of travel, within 60 days from the trip end date) along with all supporting documentation.
  Effective April 18, 2022, all travel and business expenses submitted for reimbursement after 60 days will be subject to applicable federal and state tax withholding, and IRS reporting requirements.
- **Alerts**: Orange alerts are informative. Red alerts are errors on the expense report and must be fixed to submit.
- **Recall**: Expense reports can be recalled for editing unless the report has been approved for payment.