

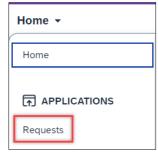
The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.

*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

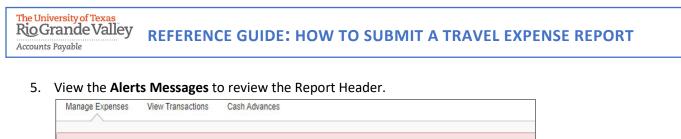
| | ? | 8 |
|---|---------|---|
| TrainerOne Test | U. | |
| $\supset \zeta$ Act as Another User | | ^ |
| Act As ② Myself | | |
| A Delegate for another user who has a you this permission | granted | |
| An Administrator (Proxy) for other use | rs | |
| Q Search by name or ID V | Switch | |
| Profile Settings | 1 | |
| Sign Out | | |

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



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

| SAP Concur 🖸 | Requests 🝷 | | | TT () |
|-----------------|------------------|----------|----------------|-----------------------|
| Manage Requests | Process Requests | | | |
| Austin Traini | 0 | \$710.00 | More Actions V | Create Expense Report |



| D AI | lerts: 1 | |
|--------|----------|--|
| REPORT | | |

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**.

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.

| Employe | e IS Trav | vel \$0.00 f | Ì I |
|------------------|---------------|-------------------|-------------------------|
| Report Details 🗸 | Print/Share 🗸 | Manage Receipts 🗸 | Travel Allowance 🗸 |
| REQUEST | | | Manage Travel Allowance |

8. Click on Create New Itinerary.

| Travel Allow | ances For F | Report: Employee IS Tra | vel |
|--------------|---------------|-------------------------|--------------------------|
| 1 Create N | New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments |

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Enter the departure city and arrival dates for the <u>first day</u> of travel and Save.
 Enter the departure city arrival dates for the <u>last day</u> of travel and Save.

| New Itinerary S | top | | |
|-----------------|-----|------|--|
| Departure City | | | |
| Date | | Time | |
| Arrival City | | | |
| Date | | Time | |

10. Review and select **Save**.

| | ary Name tin Training-LAM | Selection | | | | | |
|-----|---------------------------------------|-----------------|---------------------------------------|---------------------------|----------------|--------|-------------|
| Add | Stop Delete Rows II | mport Itinerary | | | New Itinerar | y Stoj | > |
|] | Departure City†≞ | | Arrival City | Arrival Rate Location | Departure City | | |
|] | McAllen, Texas 10/30/2023 08:00 AM | | Austin, Texas 10/30/2023 05:00 PM | TRAVIS COUNTY, US-TX, US | Date | | Time |
| | Austin, Texas 11/01/2023 11:00 AM | | McAllen, Texas 11/01/2023 07:00 PM | HIDALGO COUNTY, US-TX, US | | Ë | |
| | 11/01/2020 11:00 / 44 | | 1101202007.0011 | | Arrival City | | |
| | | | | | | | |
| | | | | | Date | Ë | Time |
| | | | | | | | |
| | | | | | | | |

11. Select Expenses & Adjustments.

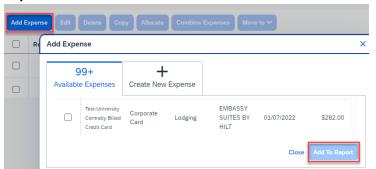
12. Identify which meals were provided during travel. The system will update the allowances as per the departure and arrival times. When complete, select **Create Expenses**.

| Exclude All 🔲 | Date/Location†≞ | Breakfast Provided | Lunch Provided | Dinner Provided | Allowance |
|-----------------|-----------------------------|--------------------|----------------|-----------------|-----------|
| | 10/30/2023 Austin, Texas | | | V | \$19.00 |
| | 10/31/2023 Austin, Texas | | | | \$64.00 |
| | 11/01/2023 Austin, Texas | | | | \$48.0 |

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13. Click on Add Expense to inlcude university paid expenses.

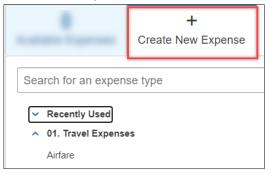
From the Available Expenses tab, select the credit card transactions for this travel request and **Add to Report**.



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

| Add E | xpense Edit Delete Copy Allocate Combine Expenses Move to ~ | | | | |
|-------|---|----------------|---------------------------|------------|----------------------|
| | Alerts↓↑ Receipt↓↑ Payment Type↓↑ | Expense Type↓↑ | Vendor Details ↓ ↑ | Date↓₹ | Requested ↓ ↑ |
| | Out of Pocket | Meals | Austin, Texas | 11/01/2023 | \$48.00 |
| | Out of Pocket | Meals | Austin, Texas | 10/31/2023 | \$64.00 |
| | Out of Pocket | Meals | Austin, Texas | 10/30/2023 | \$19.00 |
| | University Centrally Billed | Undefined | Indigo Hotels | 05/17/2023 | \$458.02 |
| | | | | | \$589.02 |

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.

RioGrande Valley Accounts Payable REFERENCE GUIDE: HOW TO SUBMIT A TRAVEL EXPENSE REPORT

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

| Details Itemizations | | | | | | Hide Receipt |
|--|----------------------------|---------------|--------------|-----------------------------|--------------------------------------|--------------|
| Attendees (0) () Allocate | * R | equired field | Receipt | | | |
| xpense Type * | | | | • | e C | |
| Incidentals | | × | | | | |
| ransaction Date * | Business Purpose * | | | WEL | | |
| 11/01/2023 | Attend Meeting, Conf, etc. | ~ | | STR 234, US | | |
| enefit to University * | Type of Incidental * | | | | | |
| 5-Professional development that will align with job requirer 🗸 | Parking | ~ | | 888-88 10.2.23 | 8-8888 | |
| ustification * | Enter Vendor Name | | | TRAN# PUMP# | : 87708768 : 04 | |
| parking | Park Garage | | | SERVICE LEVEL PRODUCT | : FULL : UNLD | |
| City of Purchase | Payment Type * | | | GALLONS PRICE/G | : 23.10 : \$ 2.99 | |
| Austin, Texas : 🗸 | Out of Pocket | ~ | | FUEL SALL CREDIT | : \$ 69.07 : \$ 69.07 | |
| lequest Payment Type | | | | VISA | | |
| | | | | Entry Method | : Swiped | |
| umount * | Currency * | | | Auth # RESP CODE Stan | : 647451 : 588141 : 8240347580 | |
| 25.00 | US, Dollar (USD) | × × | | Invoice # Store # | : 023456 : 3347234037 | |
| comment | | | | THAN | YOU! | |
| omment | | | | HAVE A | NICE DAY | |
| | | | STRIPES1.jpg | | | |
| | | | Rer | nove | Add | |

- 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



REFERENCE GUIDE: HOW TO SUBMIT A TRAVEL EXPENSE REPORT

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

| Report Details 🗸 | Prir | Report Header: Preview of expense details. |
|--------------------|------|---|
| Report | | Report Totals: amount of reimbursement. |
| Report Header | | Report Timeline: approval status of the workflow. |
| Report Totals | | Audit Trail: lists actions taken from beginning to end. |
| Report Timeline | | |
| Audit Trail | | Allocation Summary: lists the percentages/amounts allocated for speed |
| Allocation Summary | y | types selected. |

Additional Notes:

The University of Texas Rio Grande Valley

Accounts Payable

- **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.