

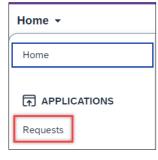
The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.

\*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

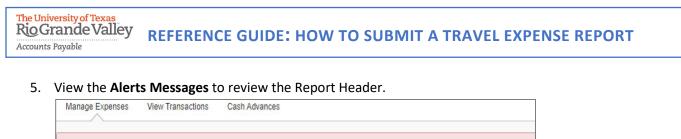
	?	8
TrainerOne Test	U.	
$\supset \zeta$ Act as Another User		^
Act As ② Myself		
A Delegate for another user who has a you this permission	granted	
An Administrator (Proxy) for other use	rs	
Q Search by name or ID V	Switch	
Profile Settings	1	
Sign Out		

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 🝷			<b>TT (</b> )
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

The University of Texas RioGrande Valley Accounts Payable REFERENCE GUIDE: HOW TO SUBMIT A TRAVEL EXPENSE REPORT

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	<b>&gt;</b>
]	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.

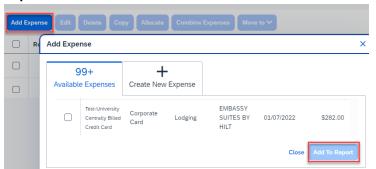
12. Identify which meals were provided during travel. The system will update the allowances as per the departure and arrival times. When complete, select **Create Expenses**.

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.

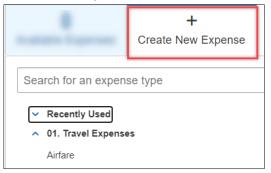
From the Available Expenses tab, select the credit card transactions for this travel request and **Add to Report**.



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 <b>↓</b> ↑	Date↓₹	Requested <b>↓</b> ↑
	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.

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• 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.