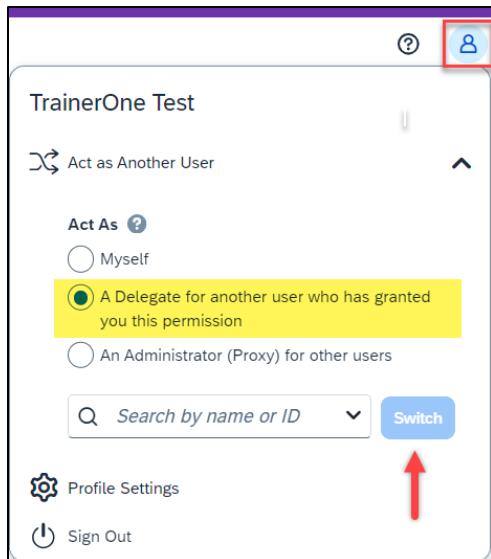


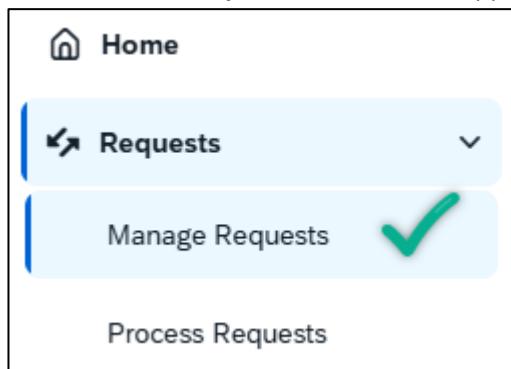
The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.

*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.

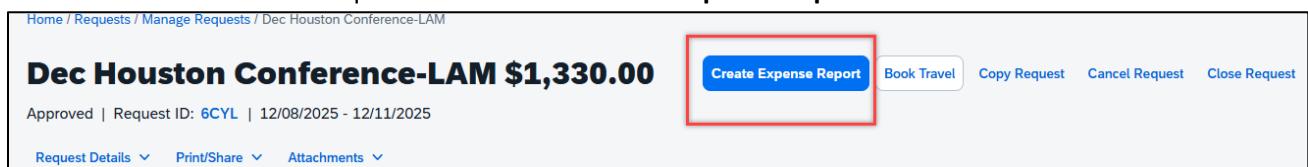
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon from the dashboard.
 - If submitting for another user, Search for the name to start the session



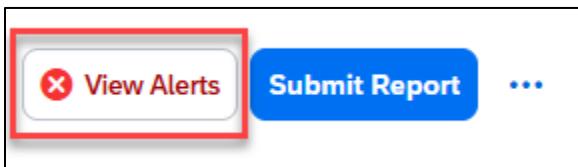
3. From the **Home**, select **Requests** to locate the approved travel request.



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**.

Alcohol Beverage purchases (as part of the business expense meal) *

None Selected

This field is missing required information.

None Selected

No

Yes

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.

Home / Expense / Manage Expenses / Jan 26 Houston Conference-LAM

Jan 26 Houston Conference-LAM \$0.00

Not Submitted Report number: URWHC4 Requests: 1
\$1,330.00 Approved

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Expenses Manage Travel Allowance

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

Travel Allowances For Report: Dec Houston Conference-LAM

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

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**.

New Itinerary Stop

Departure City	
<input type="text"/>	
Date	Time
<input type="text"/>	<input type="button" value="Calendar"/>
Arrival City	
<input type="text"/>	
Date	Time
<input type="text"/>	<input type="button" value="Calendar"/>

10. Review and select **Save**.

<p>Itinerary Info</p> <p>Itinerary Name: <input type="text"/> Selection: <input type="text"/> USGSA</p> <p>Add Stop Delete Rows Import Itinerary</p> <table border="1"> <tr> <td><input type="checkbox"/> Departure City</td> <td>Arrival City</td> <td>Arrival Rate Location</td> </tr> <tr> <td><input type="checkbox"/> McAllen, Texas 12/15/2025 08:00 AM</td> <td>Houston, Texas 12/15/2025 02:00 PM</td> <td>HARRIS COUNTY, US-TX, US</td> </tr> <tr> <td><input type="checkbox"/> Houston, Texas 12/18/2025 11:00 AM</td> <td>McAllen, Texas 12/18/2025 05:00 PM</td> <td>HIDALGO COUNTY, US-TX, US</td> </tr> </table>			<input type="checkbox"/> Departure City	Arrival City	Arrival Rate Location	<input type="checkbox"/> McAllen, Texas 12/15/2025 08:00 AM	Houston, Texas 12/15/2025 02:00 PM	HARRIS COUNTY, US-TX, US	<input type="checkbox"/> Houston, Texas 12/18/2025 11:00 AM	McAllen, Texas 12/18/2025 05:00 PM	HIDALGO COUNTY, US-TX, US	<p>New Itinerary Stop</p> <table border="1"> <tr> <td>Departure City</td> </tr> <tr> <td><input type="text"/></td> </tr> <tr> <td>Date</td> <td>Time</td> </tr> <tr> <td><input type="text"/></td> <td><input type="button" value="Calendar"/></td> </tr> <tr> <td>Arrival City</td> </tr> <tr> <td><input type="text"/></td> </tr> <tr> <td>Date</td> <td>Time</td> </tr> <tr> <td><input type="text"/></td> <td><input type="button" value="Calendar"/></td> </tr> </table> <p>Save</p>	Departure City	<input type="text"/>	Date	Time	<input type="text"/>	<input type="button" value="Calendar"/>	Arrival City	<input type="text"/>	Date	Time	<input type="text"/>	<input type="button" value="Calendar"/>
<input type="checkbox"/> Departure City	Arrival City	Arrival Rate Location																						
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Date	Time																							
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Arrival City																								
<input type="text"/>																								
Date	Time																							
<input type="text"/>	<input type="button" value="Calendar"/>																							

11. Select **Expenses & Adjustments**.

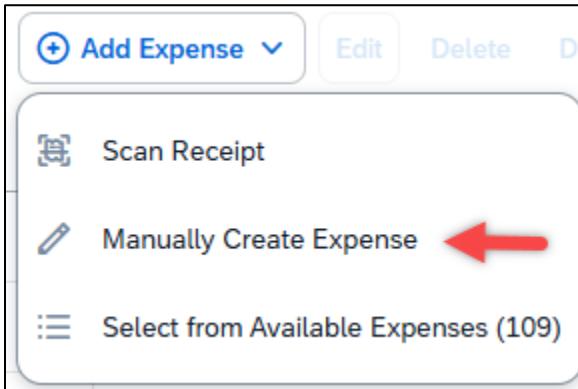
12. Identify which meals were provided during travel. The system will update the allowances as per the departure and arrival times. When complete, select **Create Expenses**.

Travel Allowances For Report: Dec Houston Conference-LAM

1 Create New Itinerary	2 Available Itineraries	3 Expenses & Adjustments			
Show dates from <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/> All <input type="checkbox"/>	12/15/2025 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
<input type="checkbox"/>	12/16/2025 Houston, Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$58.00
<input type="checkbox"/>	12/17/2025 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00
<input type="checkbox"/>	12/18/2025 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00

<< Previous **Create Expenses** **Cancel**

13. From the **Add Expense** dropdown, select **Manually Create Expense** to include university paid expenses. From the Available Expenses tab, select the credit card transactions for this travel request and **Add to Report**.



14. Select applicable expense type to include out of pocket travel fees.

A screenshot of a software interface titled 'Add Expense to Report'. The 'Manually Create Expense' tab is selected. The screen shows a list of expense types: Incidentals, Lodging, Parking, Public Transport, and Personal Car Mileage. There is a search bar at the top and a 'Recently Used' section.

- 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.
- 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.
- Upload or drag and drop receipt on the right box.
- If expenses need to be allocated, select the allocate button on the top right to update the speedtype.

[Back to Report](#) Save Expense | 

New Expense

Details **Itemizations**

Allocate * Required field

Expense Type * Parking

Transaction Date * 12/15/2025

Business Purpose * Attend Meeting

Benefit to University * 5-Professional development that will align with job requirements

City of Purchase Enter Vendor Name

Parking Mgmt

Payment Type * Out of Pocket

Request Payment Type

Amount * 25.00

Currency * US, Dollar (USD)

Justification parking garage fees

Comment 0/500

Receipt

Click to upload or drag files to upload a new receipt. Valid types for uploads are .png, .jpeg, .tif or .tiff 5MB per file.



Add Receipt

- 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.

Allocate

Expenses: 1 | \$25.00 | [View Allocation Group](#)

Percent **Amount**

Amount	\$25.00	Allocated \$25.00	Remaining \$0.00
Default Allocation	100%	0%	0%
Code	31050059	Percent %	0

Allocations (2)

<input type="checkbox"/> Speedtype	Code	Percent %
<input type="checkbox"/> Cost Center A	21000059	50
<input type="checkbox"/> Cost Center B	31050059	50

Add **Edit** **Remove** **Save as Favorite**

Save **Cancel**

15. Click **Save Expenses** if complete or click **Save and Add Another** to add additional expenses.
pg. 5, V1.3 – 01/05/2026 - lam

16. The expense report will list line items by date and include the total amount that will be reimbursed to the employee.
17. **Submit Report.**
18. Click on **Accept & Continue** on the User Electronic Agreement.
19. New travel expense reports are located under Expense>Manage Expenses

Report Totals

Company Payments
\$283.00 Employee

Employee Payments
\$0.00 Company

Amount Total: \$283.00	Due Employee: \$283.00	Owed Company: \$0.00
Requested Amount: \$283.00	Total Paid By Company: \$283.00	Total Owed By Employee: \$0.00

 **Submit Report** **Cancel**

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

Report Details ▾

- Report**
 - Report Header
 - Report Totals
 - Report Timeline
 - Audit Trail
 - Allocation Summary
- Linked Add-ons**
- Manage Requests

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.