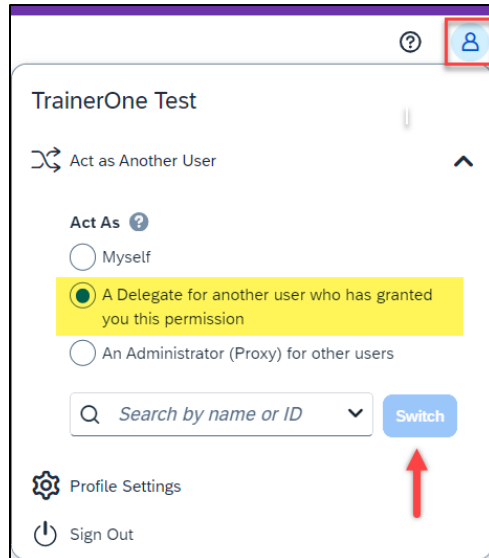


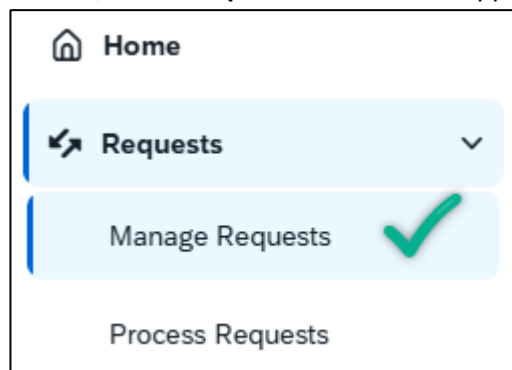
The purpose of this document is to guide UTRGV users to on how to complete and submit a travel expense report within iTravel+.

***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.**

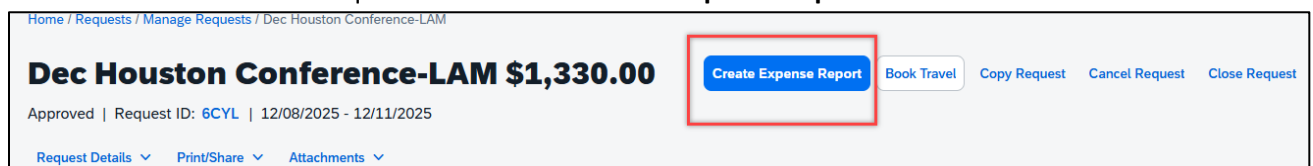
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon from the dashboard.
 - If submitting for another user, Search for the name to start the session



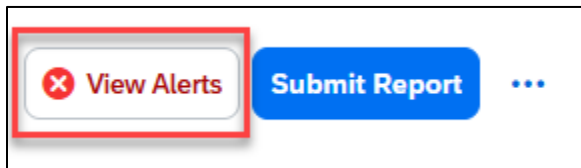
3. From the **Home**, select **Requests** to locate the approved travel request.



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



- 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.

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

 A screenshot of a form section titled 'Alcohol Beverage purchases (as part of the business expense meal *'. Below the title is a dropdown menu currently showing 'None Selected'. Below the dropdown is a red error message that says 'This field is missing required information.' Below the error message is another dropdown menu, also showing 'None Selected'. At the bottom of the form are two radio buttons labeled 'No' and 'Yes'.

- 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.

 A screenshot of a report page for 'Jan 26 Houston Conference-LAM \$0.00'. The page has a breadcrumb trail: 'Home / Expense / Manage Expenses / Jan 26 Houston Conference-LAM'. Below the title, there's a status 'Not Submitted', a report number 'URWHC4', and a section for 'Requests: 1' showing '\$1,330.00 Approved'. There are four dropdown menus: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A red arrow points to the 'Travel Allowance' dropdown. Below these is a button labeled 'Manage Travel Allowance'. The section 'Expenses' is visible at the bottom.

- Click on **Create New Itinerary**.

 A screenshot of a page titled 'Travel Allowances For Report: Dec Houston Conference-LAM'. Below the title is a horizontal navigation bar with three items: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. A red arrow points to the '1 Create New Itinerary' item.

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

Date Time

Arrival City

Date Time

10. Review and select **Save**.

Itinerary Info

Itinerary Name Selection

Add Stop **Delete Rows** **Import Itinerary**

<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

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

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**.

Travel Allowances For Report: Dec Houston Conference-LAM

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

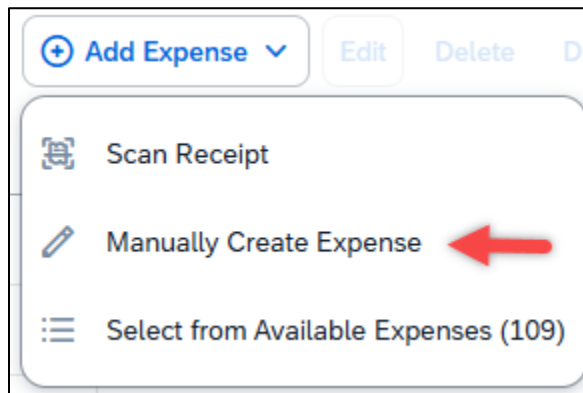
Show dates from to **Go**

Exclude | All ☐

<input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<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.

Add Expense to Report

Scan Receipt
Manually Create Expense
Select from Available Expenses (109)

Select an expense type for the new expense

Search

Q

Search by expense type, category, description

Recently Used

Incidentals

Lodging

Parking

Public Transport

Personal Car Mileage

- 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.

REFERENCE GUIDE: HOW TO SUBMIT A TRAVEL EXPENSE REPORT

[Back to Report](#)

New Expense
Save Expense

[Details](#)
[Itemizations](#)

[Allocate](#)

Expense Type *

Parking

Transaction Date *

12/15/2025

Benefit to University *

5-Professional development that will align with job requirements

City of Purchase

Houston, Texas

Request Payment Type

Amount *

25.00

Justification

parking garage fees

Comment

* Required field

Business Purpose *

Attend Meeting

Enter Vendor Name

Parking Mgmt

Payment Type *

Out of Pocket

Currency *

US, Dollar (USD)

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
100%

Remaining \$0.00
0%

Default Allocation

Code

31050059

Percent %

0

Allocations (2)

[Add](#)
[Edit](#)
[Remove](#)
[Save as Favorite](#)

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

[Save](#)
[Cancel](#)

15. Click **Save Expenses** if complete or click **Save and Add Another** to add additional expenses.

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
<hr/>	<hr/>	<hr/>
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.