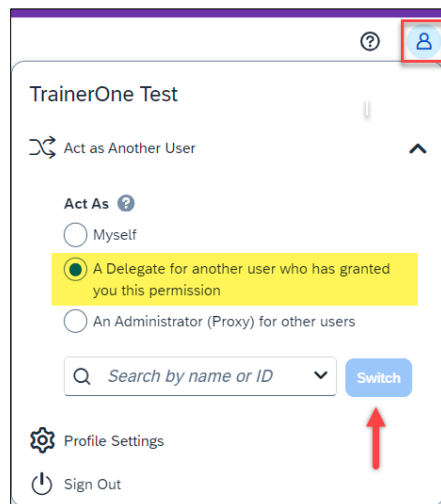


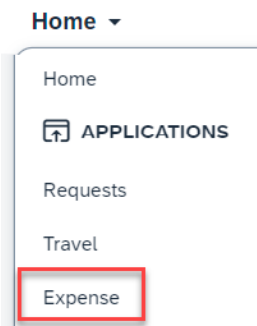
The purpose of this document is to guide UTRGV users to on how to complete and submit a Business Expense Reimbursement report within iTravel+.

**\*Effective April 18, 2022, all business expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.**

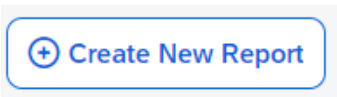
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
  - If submitting for another user, Search for the name to start the session.
  - To be set up as a delegate, use the reference guide located on the Accounts Payable.



3. Select **Expense** from the Home dropdown.



4. Select **Create New Report** on the top right.



## HOW TO SUBMIT A BUSINESS EXPENSE REIMBURSEMENT

- Populate all required fields and click on Create Report

Create New Report

Create From an Approved Request

Policy \* -Business Expense Reimbursement

Report Total

Report Name \* Business Purpose \* Benefit to University \*

Speedtype \* Alcohol Beverage purchases (as part of the business expense meal \* Justification

Comment

Cancel Create Report

- To add supporting documentation, select the drop-down menu from Manage Receipts and click on **Manage Attachments**.

Report Details Print/Share Manage Receipts

Add Expense Edit Manage Attachments Missing Receipt Declaration

- Select **Add Expense**.
- Select the appropriate expense type from the **Create New Expense** tab.

Create New Expense

Search for an expense type

Recently Used

Official Occasion

Administrative Expense

04. Operating Expenses

Administrative Expense

## 9. Populate all required fields and attach receipt.

Alerts: 1  
Missing required field: Attendees.

**Official Occasion \$200.00**

11/01/2023 | Santa Fe

Cancel Delete Expense **Save Expense**

Details Itemizations

Attendees (0) Allocate

\* Required field

Expense Type \*  
Official Occasion

Transaction Date \*  
11/01/2023

Business Purpose \*  
Business/Entertainment Expense

Benefit to University \*  
Administrative and operation duties will be performed

Enter Vendor Name  
Santa Fe

City of Purchase  
McAllen, Texas

Payment Type \*  
Out of Pocket

Amount \*  
200.00

Currency \*  
US, Dollar (USD)

Justification \*  
catering for event

Comment

Save Expense Cancel

Receipt

WELCOME  
santa fe  
234, US RT 3 S,  
888-888-8888 88-88  
dinner/catering

CREDIT : \$ 200.00

VISA \*\*\*\*\*  
Entry Method : Suited  
Auth # : 647451  
RESP CODE : 588643  
Stan : 8248347988  
Invoice # : 33623036  
Store # : 3347234837

THANK YOU!  
HAVE A NICE DAY

santa fe.pdf

Remove Add

- If this reimbursement includes guests, click on **Attendees** at the top left to add their information.
  - Click **Add**
  - From the Attendees tab, select the Attendee Type

Add Attendees

Recent Attendees Attendees Attendee Groups

Attendee Type

Faculty/Staff

Faculty/Staff

Guest

Prospective Employee

Spouse/Partner

Attendee Name

Search by first or last name

- UTRGV staff can be searched by name.
- Guests, prospective employees, and spouse/partners can be created.

Attendee Type

Prospective Employee

Attendee Name

Search by first or last name

More Search Options

Can't find an attendee? **Create New Attendee**

- *\*if spouse/partners are attending, please provide the reason within the comments.*

- If the expense is allocated by more than one account, 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.

## HOW TO SUBMIT A BUSINESS EXPENSE REIMBURSEMENT

### 10. Click **Save Expense**.

- If edits or allocation are required, check the line expense to select necessary action.

| <div> Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼ </div> |                                                                                   |                 |                                    |                            |            |              |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------|------------------------------------|----------------------------|------------|--------------|
| <input checked="" type="checkbox"/>                                           | Receipt ↑↓                                                                        | Payment Type ↑↓ | Expense Type ↑↓                    | Vendor Details ↑↓          | Date ≡     | Requested ↑↓ |
| <input checked="" type="checkbox"/>                                           |  | Out of Pocket   | Official Occasion<br>Attendees (4) | Santa Fe<br>McAllen, Texas | 04/04/2022 | \$200.00     |
|                                                                               |                                                                                   |                 |                                    |                            |            | \$200.00     |

### 11. Submit Report.

### 12. Click on **Accept & Continue**.

### 13. Submit Report.

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

|                    |                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------|
| Report Details ▼   | Prior                                                                                        |
| Report             |                                                                                              |
| Report Header      | <b>Report Header:</b> Preview of expense details                                             |
| Report Totals      | <b>Report Totals:</b> amount of reimbursement                                                |
| Report Timeline    | <b>Report Timeline:</b> approval status of the workflow                                      |
| Audit Trail        | <b>Audit Trail:</b> lists actions taken from beginning to end                                |
| Allocation Summary | <b>Allocation Summary:</b> 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 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 must submit expense reports for out-of-pocket expenses within 60 days from the date the expense was incurred 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.
- Required Documentation:** Include required documentation under Manage Receipts before submission. Omitting these documents may result in a returned/delayed expense report. Valid receipts must show the method of payment. (Ex. Visa x1234)