HOW TO SUBMIT A BUSINESS EXPENSE REIMBURSEMENT

The University of Texas Rio Grande Valley
Accounts Payable

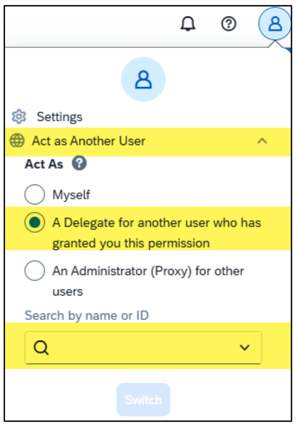
Overview

This guide provides UTRGV employees with clear instructions for submitting a Business Expense Reimbursement report in iTravel+.

Business expenses submitted more than 60 days after the transaction date are subject to applicable tax withholdings and IRS reporting.

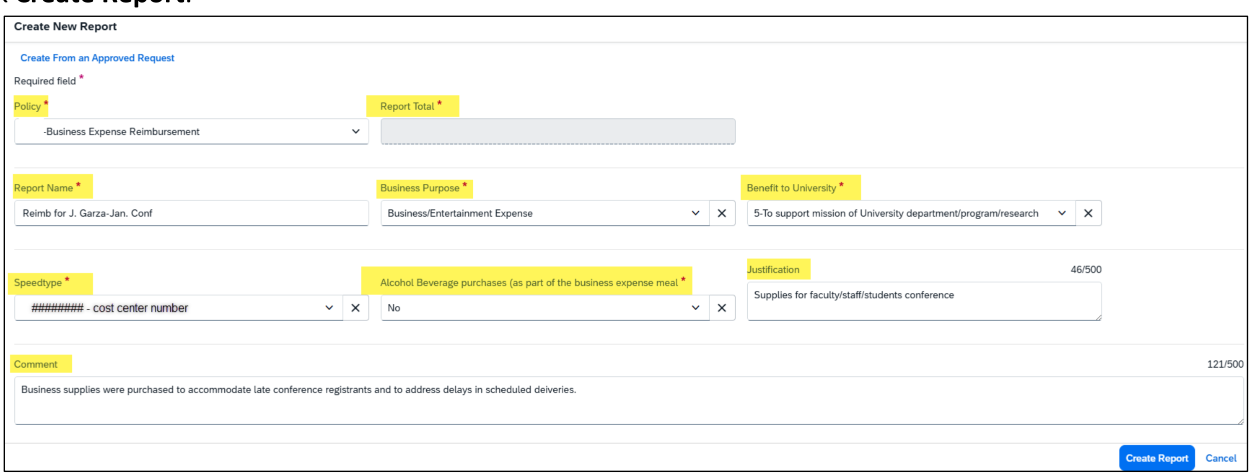
Accessing iTravel+

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.



Creating a New Expense Report

1. From the **Expense tab, select Manage Expenses.**
2. Select Create New Report.
3. Select the **Business Expense Reimbursement** policy and complete the required fields.
4. Click **Create Report**.

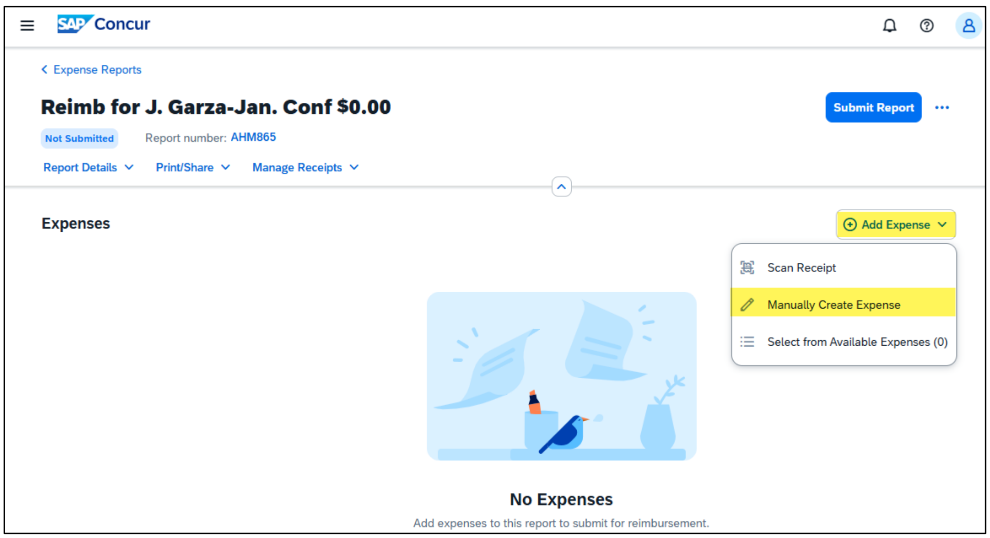


- ***Report Name***: *Name the report to easily identify later.*
- ***Business Purpose***: *Select the most appropriate response.*
- ***Benefit to University***: *Select the most appropriate response.*

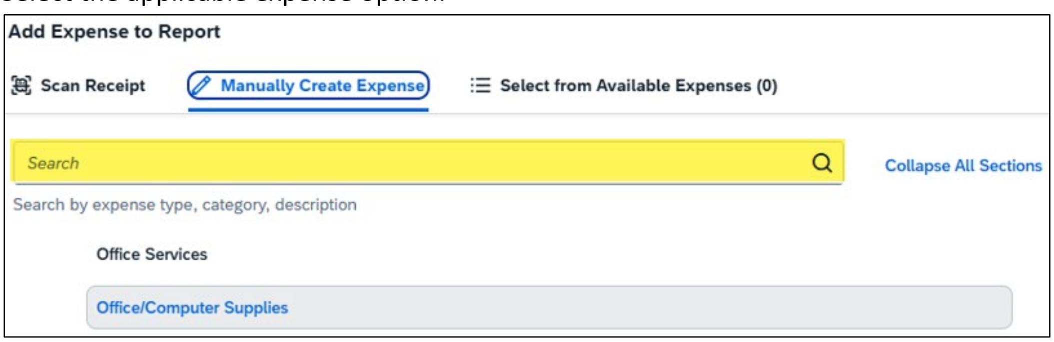
- ***Speedtype****: Enter the approved cost center responsible for reimbursement fees.*
- ***Alcohol Beverage Purchases****: Select "Yes" if reimbursement includes alcohol purchases, or "No" if not applicable.*
- ***Justification*** and ***Comment***: Include information useful to cost center manager approvers or Accounts Payable. The offer letter should not be attached.

Adding Expenses

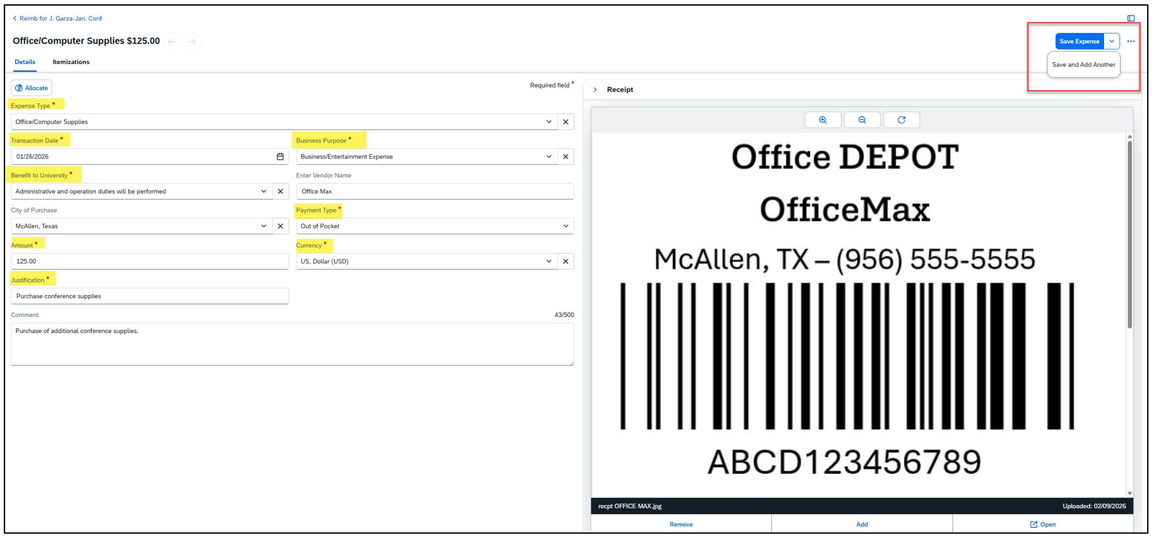
1. Click **Add Expense**.
2. Select **Manually Create Expense** from the drop-down menu.



3. Select the applicable expense option.



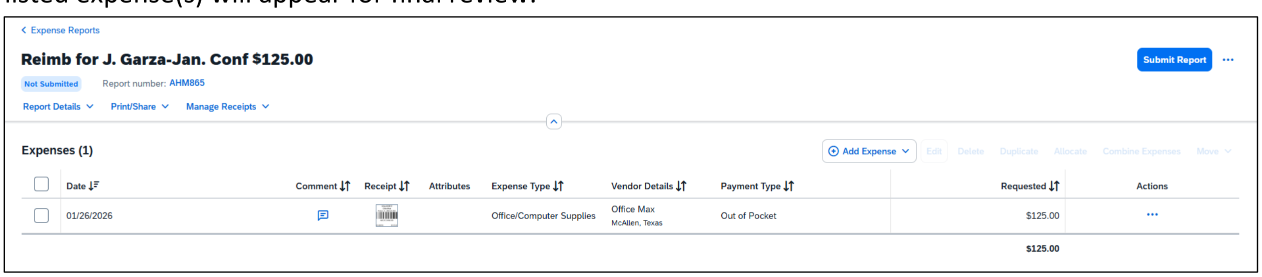
4. Complete the required fields of the expense form and click **Save Expense** or select **Save and Add Another** to include additional expenses.



- ***Expense Type****: Use Empl Moving Exp Nontax for all expenses.*
- ***Transaction Date****: Enter the date as shown on the receipt.*
- ***Business Purpose** and **Benefit to University**: These fields auto-populate from the request form.*
- ***Vendor Name****: List the business name (recommended).*
- ***City of Purchase****: Enter the location where the expense was incurred.*
- ***Payment Type****: Select Out of Pocket.*
- ***Amount****: Enter the reimbursement amount as shown on the receipt or adjust if the charge includes an unallowable expense.*
- ***Currency:** Select US Dollar (USD).*
- ***Justification****: Enter a validation for this expense.*
- ***Comment****: Add additional details if necessary.*

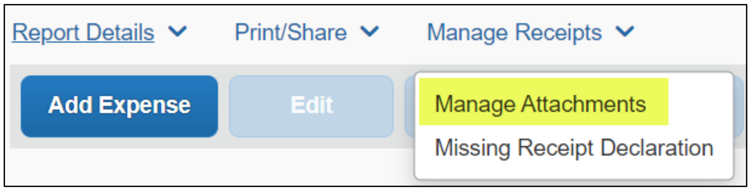
5. Add receipt: Upload or drag and drop a copy of the receipt.

6. The listed expense(s) will appear for final review.

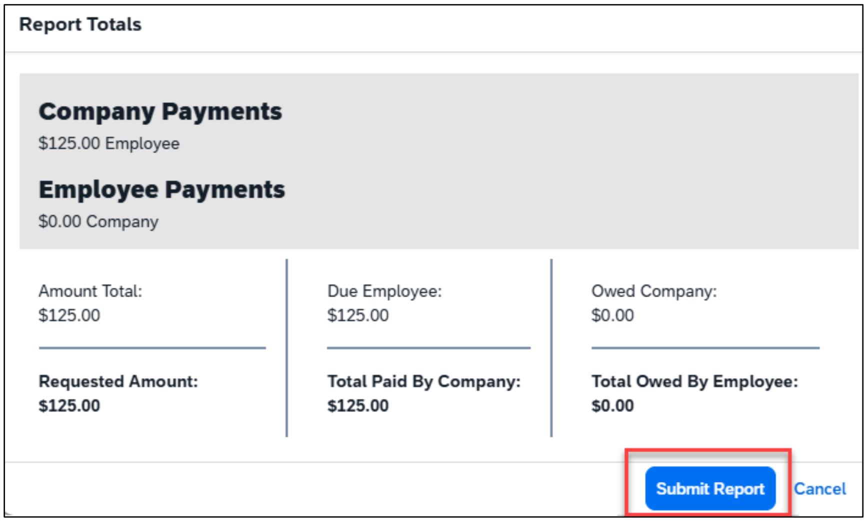


Managing Documents and Submitting the Report

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



8. Submit Report.



9. Click on **Accept & Continue.**

Additional Information:

- **Budget check**: A budget check is performed after submission. If funds are insufficient, the report will be returned for cost center updates or allocation.
- **Submission Requirements**: Out-of-pocket expenses must be submitted within 60 days of the transaction date, along with all required documentation.