

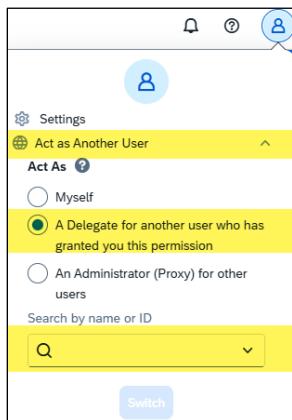
Overview

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

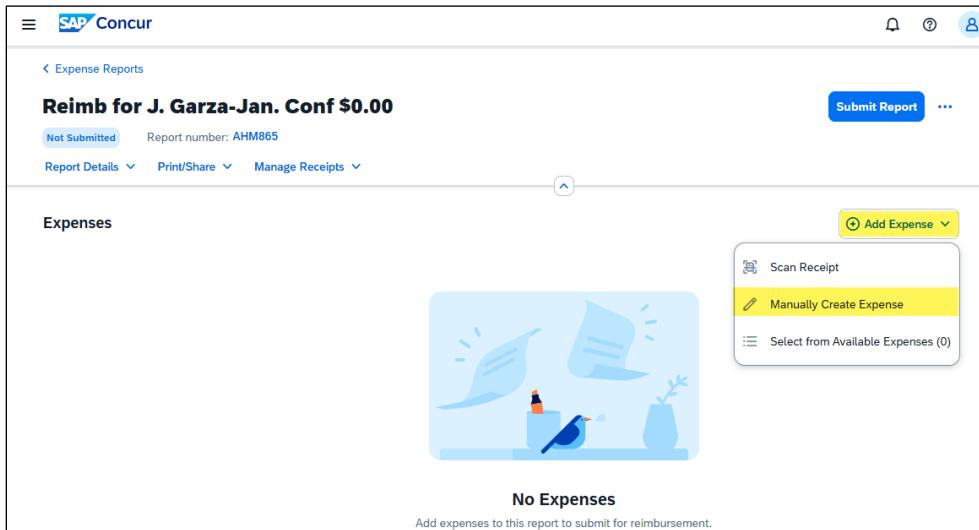
1. From the **Expense tab**, select **Manage Expenses**.
2. Select **Create New Report**.
3. Select the **Business Expense Reimbursement** policy and complete the required fields.
4. Click **Create Report**.

- **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.

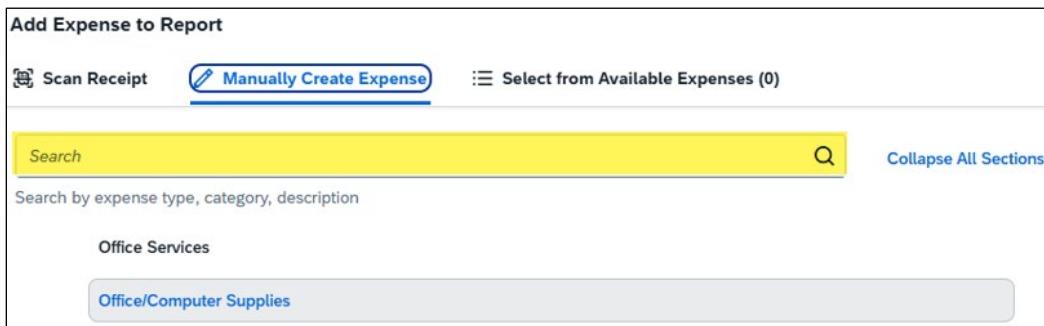
Adding Expenses

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



The screenshot shows the SAP Concur interface for a report titled "Reimb for J. Garza-Jan. Conf \$0.00". The "Not Submitted" status is indicated. The "Add Expense" button is highlighted in yellow. A dropdown menu shows three options: "Scan Receipt", "Manually Create Expense" (which is selected and highlighted in yellow), and "Select from Available Expenses (0)".

3. Select the applicable expense option.



The screenshot shows the "Add Expense to Report" interface. The "Manually Create Expense" tab is selected and highlighted in blue. Other tabs include "Scan Receipt" and "Select from Available Expenses (0)". A search bar is present, and a "Collapse All Sections" link is visible.

HOW TO SUBMIT A BUSINESS EXPENSE REIMBURSEMENT

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

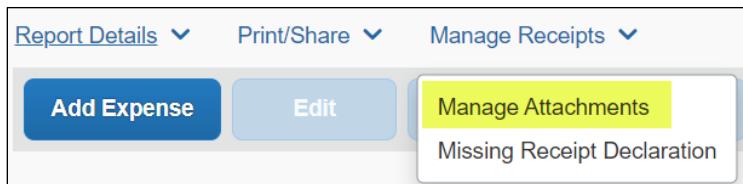
- **Expense Type:** Use *Empl Moving Exp Nontax* for all expenses.
- **Transaction Date:** Enter the date as shown on the receipt.
- **Business Purpose and Benefit to University:** These fields auto-populate from the request form.
- **Vendor Name:** List the business name (recommended).
- **City of Purchase:** 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.

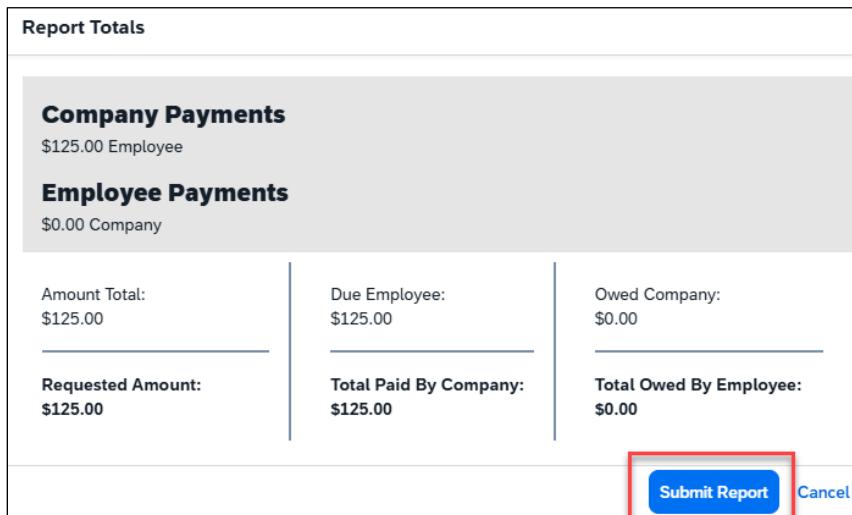
6. The listed expense(s) will appear for final review.

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.



A screenshot of a software interface titled 'Report Totals'. It displays 'Company Payments' (\$125.00 Employee) and 'Employee Payments' (\$0.00 Company). Below this, there are four data fields arranged in a 2x2 grid:

Amount Total: \$125.00	Due Employee: \$125.00	Owed Company: \$0.00
Requested Amount: \$125.00	Total Paid By Company: \$125.00	Total Owed By Employee: \$0.00

At the bottom right, there are two buttons: 'Submit Report' (blue) and 'Cancel' (light blue). The 'Submit Report' button is highlighted with a red box.

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.