REFERENCE GUIDE: ASSIGN AN EXPENSE DELEGATE

The purpose of this document is to guide UTRGV users to accurately assign an expense delegate in the iTravel+ application.

Effective April 18, 2022, all mileage 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



The University of Texas RioGrande Valley

Accounts Payable

3. From the Profile drop-down, select Profile Settings.



4. Select the Expense Delegate from the Expense Settings Menu.



5. Click Add to locate the delegate on the search field.



6. Select the Can Prepare, Can Submit Reports, Can View Receipts and Receive Emails options and Save.

Add Save Delete										
Delegates are employees who are allowed to perform work on behalf of other employees.										
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.										
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Name Test, TrainerOne UTDOV TEST	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Approval Emails
Name Test, TrainerOne UTRGV-TEST- MAILBOX@UTRGV.EDU	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Approval Emails