

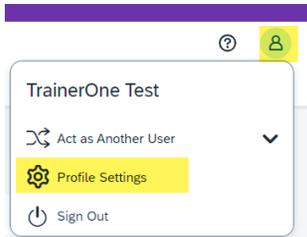
The purpose of this document is to guide UTRGV users to accurately assign an expense delegate in the iTravel+ application.

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.

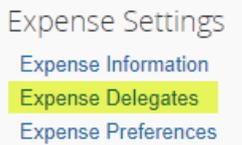
1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the **iTravel+** application



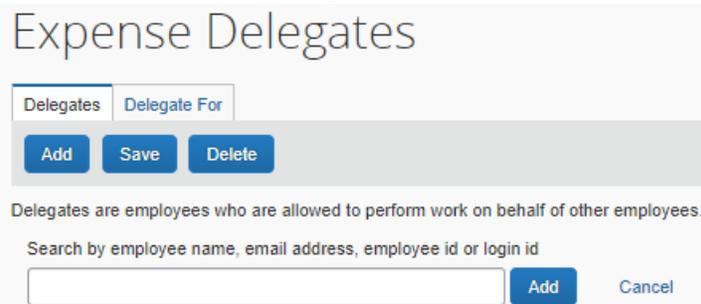
3. From the Profile drop-down, select **Profile Settings**.



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**.

