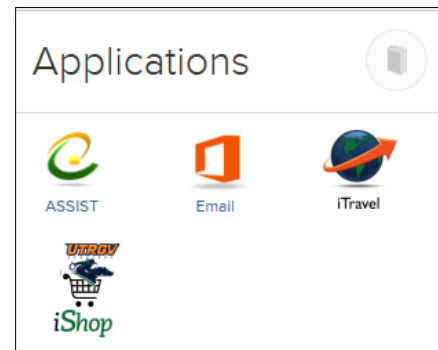




iTravel How to - Profile Set up

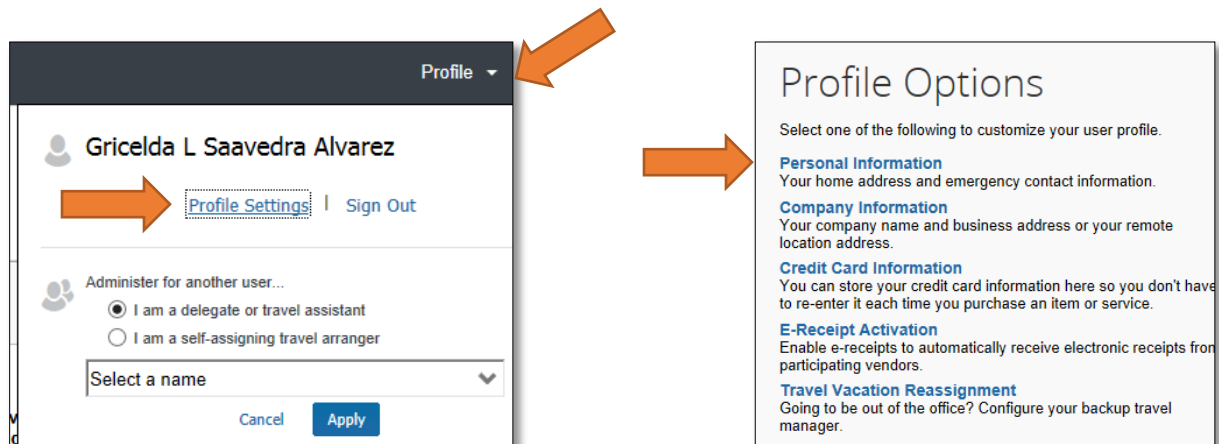
Accessing iTravel (Concur)

1. Login through my.utrgv.edu
2. Under the “Applications” panel click the iTravel icon



Setting up your iTravel Profile

1. Click on “Profile” on the upper right hand corner
2. Click “Profile Settings”, Click on “Personal Information”



3. Verify pre-populated information and fill in all required fields in your profile
 - a. First, middle, and last names must be identical to those on the photo identification that traveler will be presenting at the airport
4. Company Location must be selected from the drop down menu

5. Contact Information – Enter Traveler’s mobile number under “Work Phone” field and Traveler’s office number on “Home Phone”. This is due to Airlines contacting “Work” number first for all flight updates.

6. Travel Preferences –
 - a. Note that these preferences will be looked at when a reservation is made and preference will be honored based on supplier's availability
 - b. Add any Frequent Traveler Program for airline, hotel and car rental companies – updated information must be entered in iTravel when any memberships are renewed.
7. TSA Secure flight – Gender and Date of birth must be entered
8. Assistants and Travel Arrangers – it's highly recommended that all travelers select a Primary assistant
 - a. Click "Add an Assistant"
 - b. Type and select Assistant's name
 - c. Indicate permission granted
 - i. "Can Book Travel for me" – Assistant is notified only when he/she makes reservation
 - ii. "Is my Primary Assistant for Travel" – Assistant is notified of all reservations made in iTravel regardless of preparer
 - d. Click Save

Assistants and Travel Arrangers

Please select the individual you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning

Your Assistants and Travel Arrangers

Add an Assistant

Assistant

Garcia, Gaspar

☒ Can book travel for me

☒ Is my primary assistant for travel*

*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

Save Cancel

to perform travel functions for you.

Go to top

Add an Assistant

9. Once all required information is entered click "Save."

Once the Traveler's and Assistant's profile are completed, reservations can be made for all University funded Travel expenses, followed by an iShop Travel requisition for encumbrances of funds.

For any Questions regarding the UTRGV Travel Processes contact the Travel Services Office.