

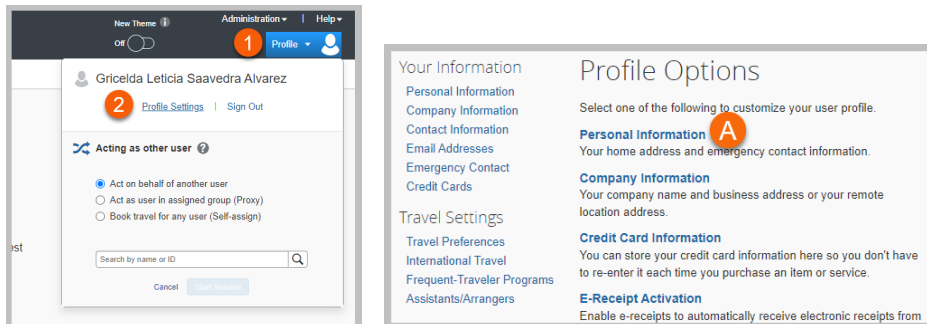
## How to - Modify Travel Information and Settings

In order for users to make reservations or have reservations made for them, their iTravel+ profile must be updated/completed.

Note that required fields are noted as: **[Required\*\*]**, users must verify pre-populated information and fill in all required fields in their profile

Login to iTravel+ through my.utrgv.edu, once on the landing page:

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



First, middle, and last names are pre-populated fields from the employee’s HR records; any discrepancies, must be addressed with HR to update your name in iTravel+ prior to traveling.

**Important Note**  
 Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
	Gricelda	Leticia		Saavedra Alvarez	

- B. Company Location must be selected from the drop-down menu

**Company Information** Go to top

Employee ID: 6001142874

Manager: Maggie Rangel | Employee Position/Title: Travel Coordinator

Department Name: \_\_\_\_\_

Location **[Required]**: Brownsville/Harlingen UTRGV  
Edinburg UTRGV

Manager Employee ID: \_\_\_\_\_

- C. Select work address from the “Assigned Location” drop-down menu

**Work Address**

Company Name: University of Texas - Rio Gr

Assigned Location: Please choose a company location.  
United States of America  
Main Location (, United States of America)  
United States of America - TX  
University of Texas at Arlington (Arlington, TX)  
University of Texas at Austin (Austin, TX)  
University of Texas Investment Management Company (Austin, TX)  
University of Texas System (Austin, TX)  
University of Texas Rio Grande Valley Brownsville (Brownsville, TX)  
University of Texas Southwestern Medical Center (Dallas, TX)  
University of Texas Rio Grande Valley Edinburg (Edinburg, TX)  
University of Texas at El Paso (El Paso, TX)  
University of Texas Medical Branch at Galveston (Galveston, TX)  
University of Texas Rio Grande Valley Harlingen (Harlingen, TX)

Street: 1201 W University Dr

City: Edinburg

Postal Code: 78539 | Country/Region: United St

D. Updating your home address is optional

Home Address Go to top

Street  
00 Convention Center

City: McAllen State/Province: TX

Postal Code: 78501 Country/Region: United States of America

**Save**

- E. Contact Information section – 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.

Contact Information Go to top

Work Phone [Required\*\*]: 95612345678 Work Extension: Work Fax: 2nd Work Phone/Remote Office:

Home Phone [Required\*\*]: 9566652168

Pager: Other Phone:

Mobile Phone Country/Region: Mobile Phone: 9562745479

**\*\*You must specify either a home phone or a work phone.**

F. Email Addresses and Emergency Contact information

- a. By default, the employee’s UTRGV email address will be pre-populated.
- b. Additional email addresses may be added, where user will be notified of any reservations or required approvals related to their iTravel+ profile
- c. Emergency Contact information is optional.

Email Addresses Go to top

Please add at least one email address.  
[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[Travel Arrangers / Delegates](#)

Email Address	Verify	Contact?	Actions
gricelda.saavedra@utrgv.edu	Verified	Yes	Disable Verification

**+ Add an email address**

Emergency Contact Go to top

Name: Mr. Gonzalez Relationship: Spouse

Street: Contact  Address same as employee

City: State/Province: TX Postal Code: 78541

Country/Region: United States of America Phone: 956-274-5480 Alternate Phone:

**Save**

G. 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 of the frequent traveler memberships are renewed. Note: In order for the point/miles to be honored the names on the frequent traveler program and your iTravel+ profile must match.

**Travel Preferences** Go to top

Eligible for the following discount travel rates/fare classes  
 AAA/CAA  Government  Military  Senior/AARP

**Air Travel Preferences**

Seat: Window | Seat Section: Forward | Special Meals: Regular Meal | Ticket Delivery: E-ticket when possible

Preferred Departure Airport: MFE | Other Air Travel Preferences: HRL | Medical Alerts: [ ]

**Hotel Preferences**

Room Type: King | Smoking Preference: Non-smoking |  Foam pillows |  Rollaway bed | Message to Hotel Vendor: [ ]

I prefer hotel that has:  
 a gym  a pool  a restaurant  room service  Early Check-in

**Car Rental Preferences**

Car Type: Standard Car | Smoking Preference: Non-smoking | Car Transmission: Don't Care |  In-car GPS system |  Ski rack

**Frequent Traveler Programs** Add a Program

Your Frequent Traveler, Driver, and Hotel Guest Programs

	Marriott International (EM) Marriott (AI) EM Marriott Bonvoy	Search this vendor	127182436		
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**H. Unused Tickets, TSA Secure Flight information and Passport/Visas information:**

- a. Any unused tickets available to the traveler will appear under the “unused Tickets section.
- b. TSA required information must be specified: Gender and Date of Birth. TSA Pre Check Traveler Number is optional.
- c. When traveling internationally, travelers must enter their passport and visas’ information prior to booking.

**Unused Tickets** Go to top

Southwest Ticket Credits

[Add Ticket Credit](#)

**TSA Secure Flight**

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).

Gender [Required]  Male  Female | Date of Birth (mm/dd/yyyy) [Required] | DHS Redress No [ ] | TSA Pre  Known Traveler Number [ ]

**International Travel: Passports and Visas** Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

**Passports** [Add a Passport](#)

I do not have a passport

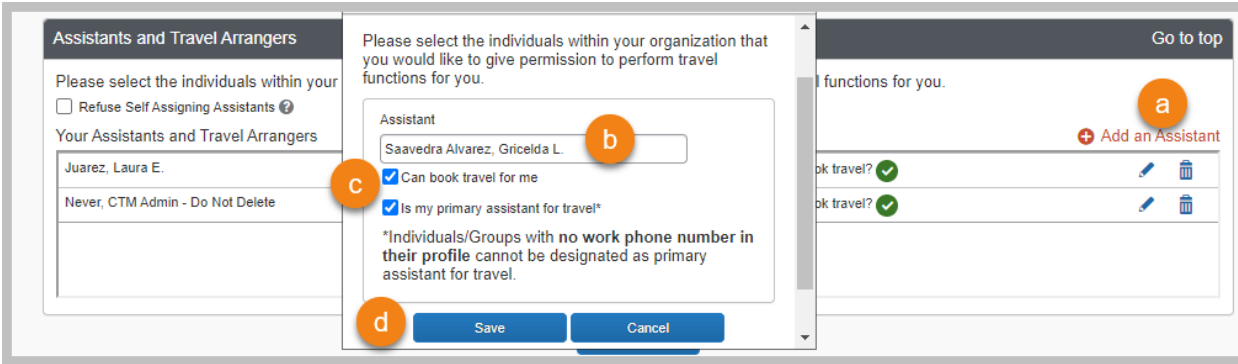
**International Visas** [Add a Visa](#)

**I. Assistants and Travel Arrangers – it’s highly recommended that all travelers select a Primary assistant and additional Travel Arrangers as needed:**

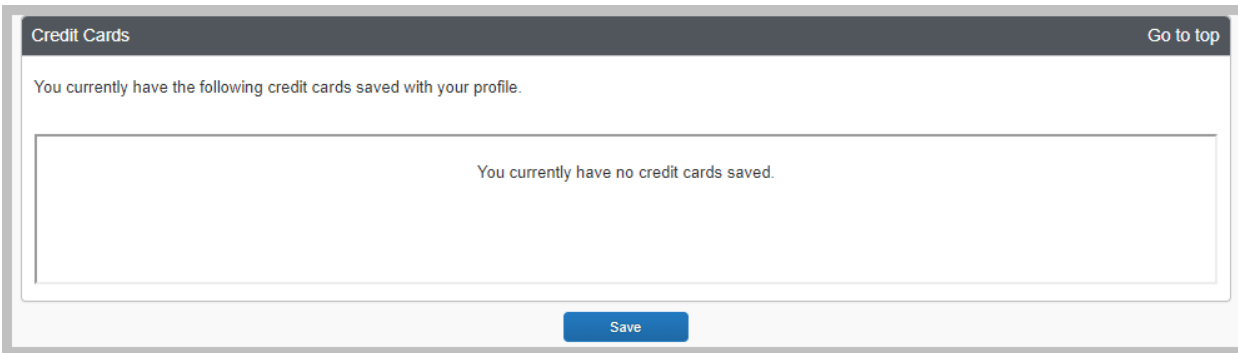
- a. Click “Add an Assistant”
- b. Type and select Assistant’s name
- c. Indicate permission granted

- 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



J. Credit Cards section must be completed only by employees that participate of the OneCard credit card program.



K. Click “Save” before exiting to save all changes made on your profile.

Once the Traveler’s, Travel Assistant’s and Request/Expense Delegate’s profile are completed, travel reservations may be submitted for University funded Travel expenses, followed by an iTravel+ request and expense reports as applicable to obtain required approvals.