

How to - Access iTravel+

Log in to my.utrgv.edu

- 1. Enter your username
- 2. Enter your password
- 3. Click "Sign In"



Under "Applications" click on the iTravel+ icon

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Read and Acknowledge the Login Warning

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	For any questions, please contact the UTRGV Travel Services Office at 956-882-3822, 956-865-2168 or email <u>travel(putputputput</u>)	

View Your iTravel+ landing Page

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<i>₿</i> iTra	vel	+				+ New	01 Required Approvals	41 Authorization Requests	01 Available Expenses	35 Open Reports

Note: Depending on your role and permissions you will see the different tabs (Travel, Requests, Expense, Approvals and Reporting). Contact the UTRGV Travel Services Office if you are unable to log in or get an error message.