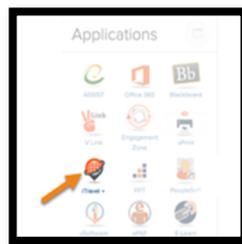# iTravel+ Quick Reference Guide

How to – Access iTravel+
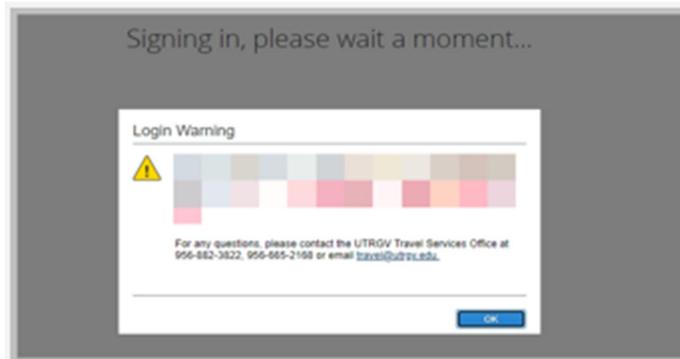
Log in to my.utrgv.edu

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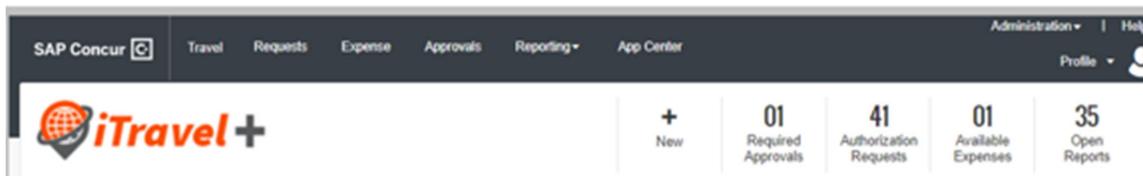2. Enter your password
3. Click "Sign In"

Under "Applications" click on the iTravel+ icon

Read and Acknowledge the Login Warning

View Your iTravel+ landing Page

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.

Last Revised 4/22/2022