



# *User's Reference Guide*

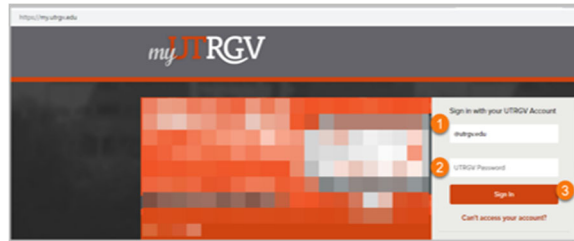
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## 1. How to Access iTravel+

Log in to my.ustrgv.edu

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



Under "Applications" click on the iTravel+ icon

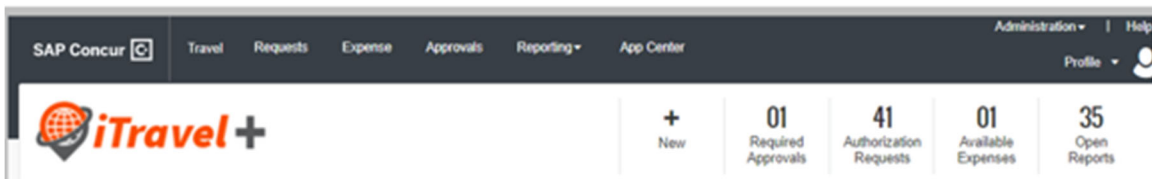


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Read and Acknowledge the Login Warning



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.

## 2. iTravel+ Profile Set up

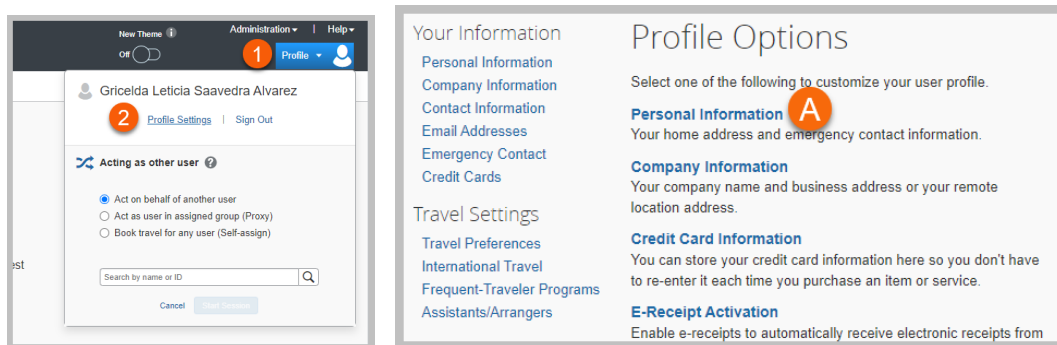
In order for users to make reservations or have reservations made for them, their iTravel+ profile must be updated/completed.

### Traveler's information and Travel Settings

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
<input type="text"/>	<input type="text" value="Gricelda"/>	<input type="text" value="Leticia"/>	<input type="text"/>	<input type="text" value="Saavedra Alvarez"/>	<input type="text"/>

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

**Company Information** Go to top

Employee ID

Manager  Employee Position/Title

Department Name

Location **[Required]**

Manager Employee ID

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

D. Updating your home address is optional

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.

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](#)

+ Add an email address

Email Address	Verify	Contact?	Actions
Email 1 gricelda.saavedra@utrgv.edu	Verified	Yes	Disable Verification

---

**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 points/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 | Message to Hotel Vendor: top floor

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

**Accessibility Needs**  
 Wheelchair access  Blind accessible

**Car Rental Preferences**

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

Message to Car Rental Vendor:

**Frequent Traveler Programs**

Your Frequent Traveler, Driver, and Hotel Guest Programs Add a Program

	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.

The screenshot shows a user profile page with the following sections and callouts:

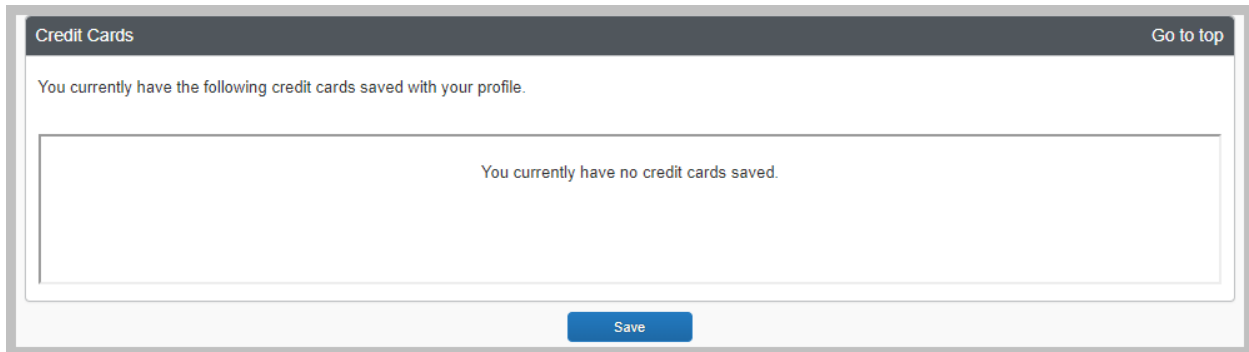
- Unused Tickets**: Callout 'a' points to the header of this section.
- TSA Secure Flight**: Callout 'b' points to the header of this section. Below it, there are fields for Gender (Male/Female), Date of Birth (mm/dd/yyyy), DHS Redress No., and TSA Pre Known Traveler Number.
- International Travel: Passports and Visas**: Callout 'c' points to the header of this section. Below it, there are options to "Add a Passport" and "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 a reservation for the specific user
    - ii. “Is my Primary Assistant for Travel” – Assistant is notified of all reservations made in iTravel regardless of the arranger
  - d. Click Save

The screenshot shows the "Assistants and Travel Arrangers" dialog box with the following callouts:

- Callout 'a'**: Points to the "Add an Assistant" button in the top right corner.
- Callout 'b'**: Points to the text input field for the assistant's name, which contains "Saavedra Alvarez, Gricelda L."
- Callout 'c'**: Points to the checkboxes for "Can book travel for me" and "Is my primary assistant for travel", both of which are checked.
- Callout 'd'**: Points to the "Save" button at the bottom of the dialog.

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



- K. Click "Save" before exiting to save all changes made in 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.



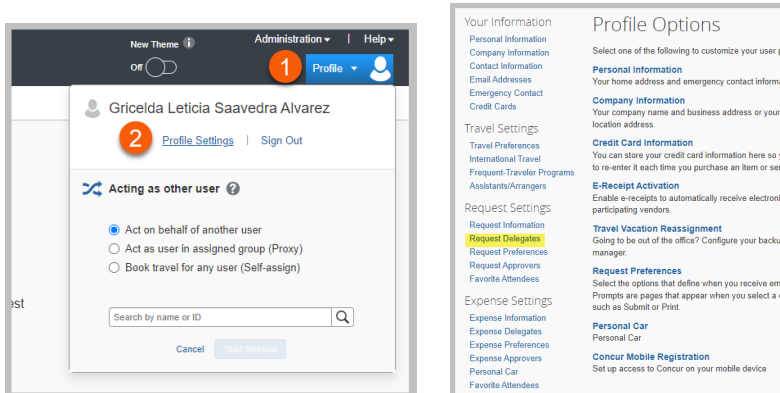
### 3. Assign and update traveler's Request and Expense Delegates

**Request Delegate:** Allows an employee to act on behalf of another user on preparing, submitting and viewing receipts for Travel Requests.

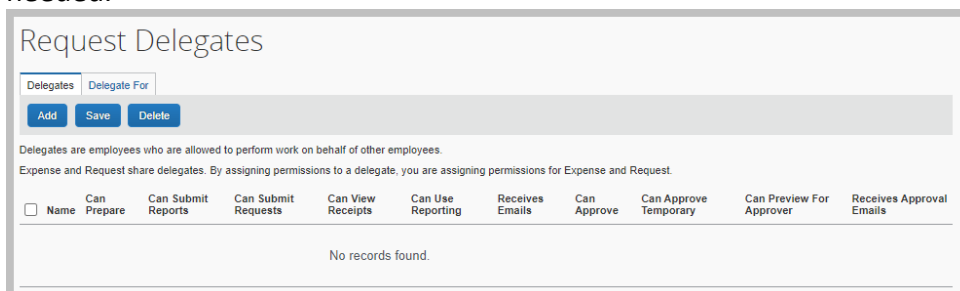
**Expense Delegate:** Allows an employee to act on behalf of another user on preparing, print, view, edit and submit expense reports, this includes Travel, Business Expense Reimbursements and Credit Card Reconciliation.

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",  
Click on "Request Delegates"

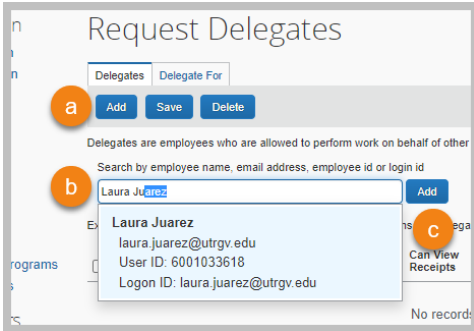


From the following screen users may assign / update their Request and Expense Delegates as needed.

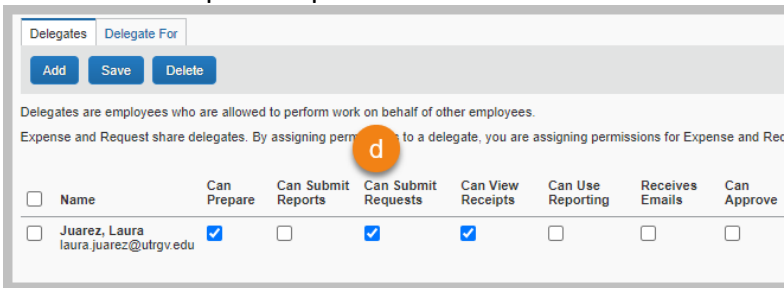


**Add a Delegate:**

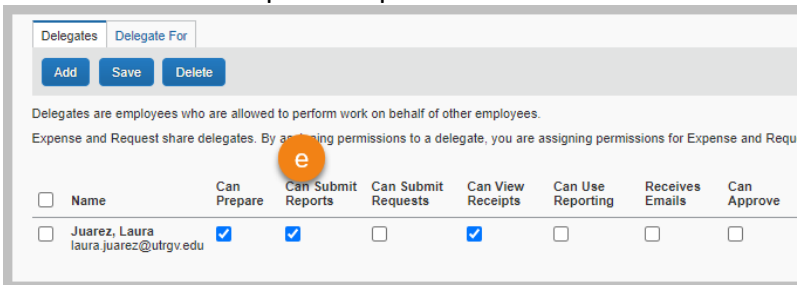
- a. Click the "Add" option
- b. Search for user by entering their name, email address or employee ID#
- c. Click "Add"



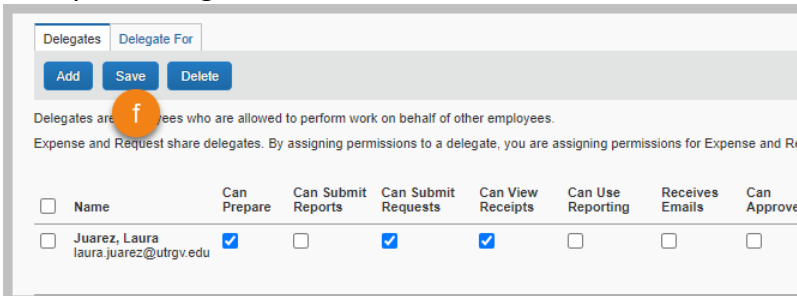
- d. To assign the selected user as a “Request Delegate” click the “Can Submit Requests” option. Note that the “Can Prepare” and “Can View Receipts” options are automatically be checked off. If you Request Delegate will also be your Expense Delegate, select the “Can Submit Reports” option.



- e. To assign the selected user as an “Expense Delegate” click the “Can Submit Reports” option. Note that the “Can Prepare” and “Can View Receipts” options are automatically be checked off. If you Expense Delegate will also be your Request Delegate, also select the “Can Submit Requests” option.



- f. Save your changes



Example of selections for Request and Expense Delegates

Delegates Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<b>Request and Expense Delegate</b>
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<b>Request Delegate</b>
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<b>Expense Delegate</b>

- g. If user wants to verify what employees they are assigned to as Request or Expense Delegate click on the “Delegate For” tab. This list will show the name of employees that have assigned you as a Request or Expense Delegates.

Request Delegates

Delegates Delegate For

Delete

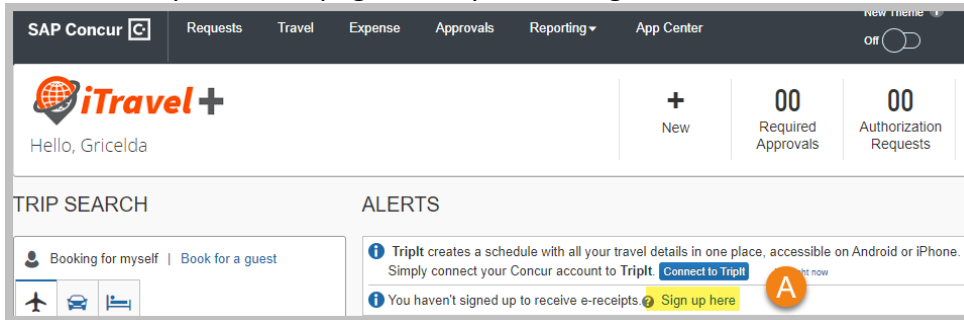
This employee may act as a delegate for the listed employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve
<input type="checkbox"/>	Rangel, Maggie maggie.rangel@utrgv.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

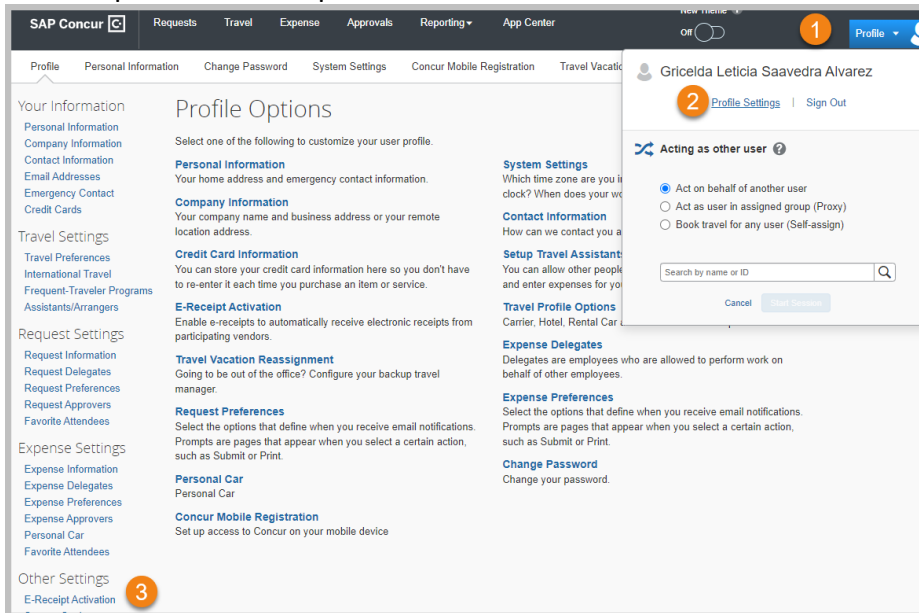
## 4. Enable E-Receipt Settings

E-receipts are an electronic version of receipt data that can be sent directly to your iTravel+ profile to replace paper receipts. E-receipt availability vary depending on the vendor participation. To enable E-receipts:

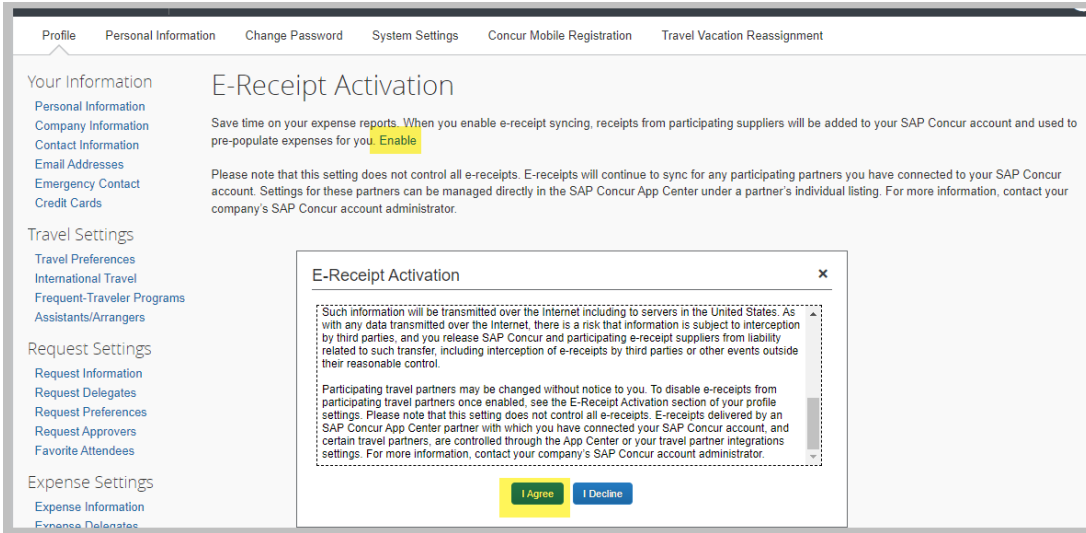
- A. Enable from your home page when you first log in to iTravel+ **OR**



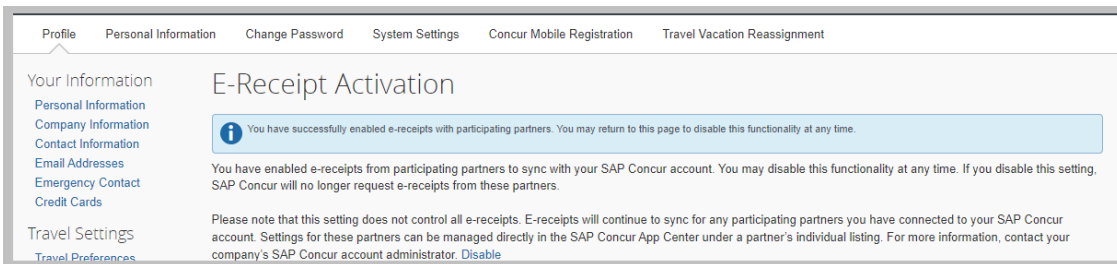
- B. Click on “Profile” on the upper right hand corner, Click “Profile Settings” and select the “E-Receipt Activation” option



- C. Once on the E-Receipt Activation page, click “Enable”, read and click “I Agree”



#### D. A confirmation of E-Receipt Activation will display



## 5. Concur (iTravel+) Mobile Registration

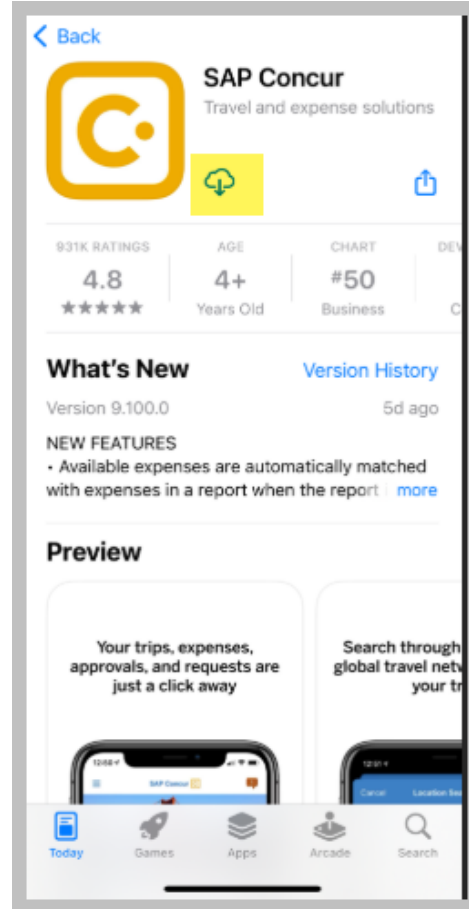
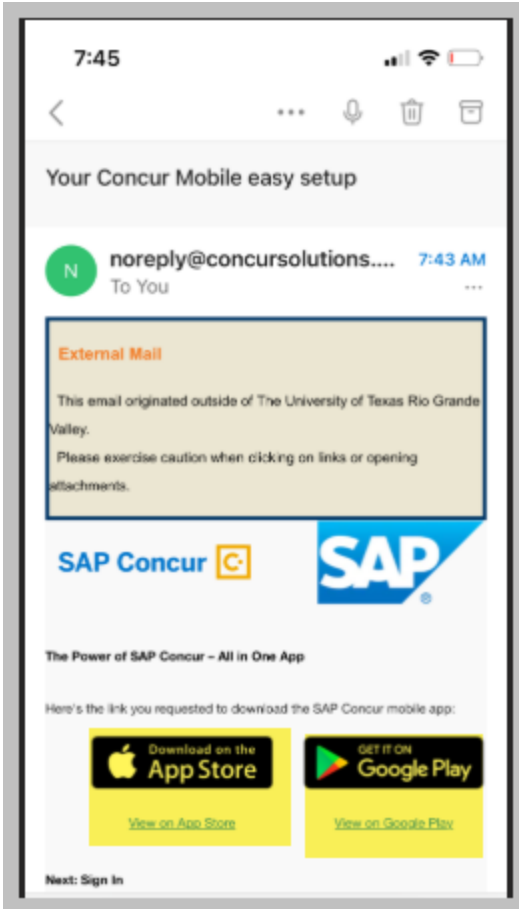
1. Click on “Profile” on the upper right hand corner
2. Click “Profile Settings”
3. Select the “Concur Mobile Registration” option

The screenshot shows the SAP Concur user interface. At the top right, a user profile icon is labeled '1'. A dropdown menu is open, showing 'Profile Settings' labeled '2' and 'Sign Out'. The main content area is titled 'Profile Options' and lists various settings categories. 'Concur Mobile Registration' is highlighted in yellow and labeled '3'.

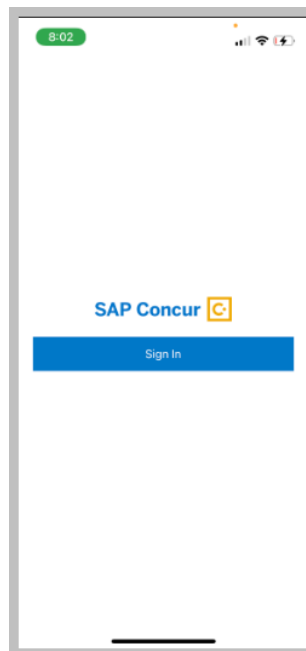
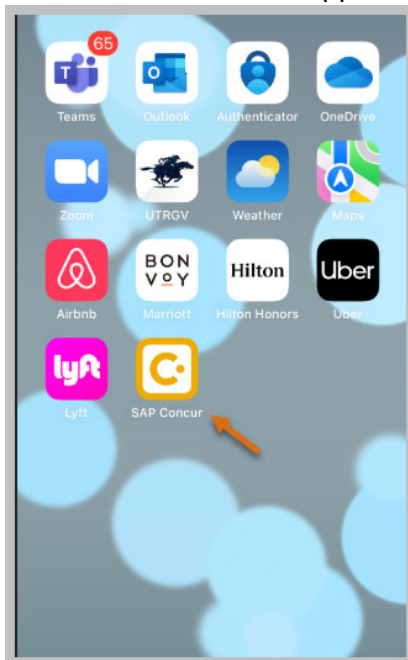
4. Enter the email address for the link to download the app on a mobile device and click “Send Link”. Confirmation of sent email will display.

The screenshot shows a form titled 'DOWNLOAD THE APP'. It contains a text input field with the email address 'gricelda.saavedra@utrgv.edu' and a blue 'Send Link' button labeled '4'. Below the form, a green confirmation message reads: 'Email sent. Please check your email on your mobile device and follow the instructions on how to install and login to SAP Concur Mobile App.'

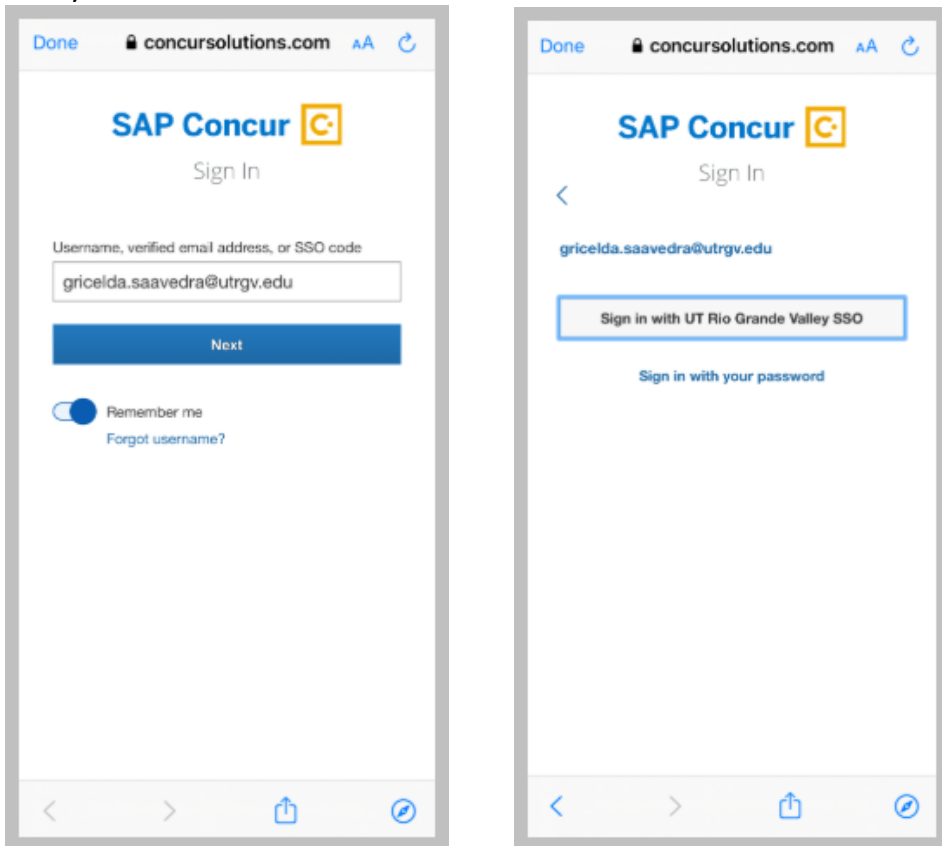
5. Open the email address in your device and download the app. Option will be provided for App Store or Google Play. Download SAP Concur App.



6. Open the SAP Concur Mobile App and tap "Sign In"

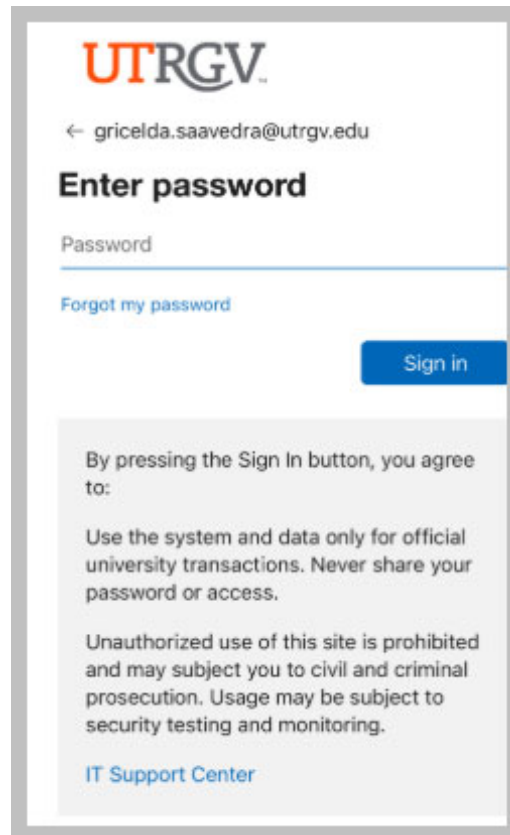
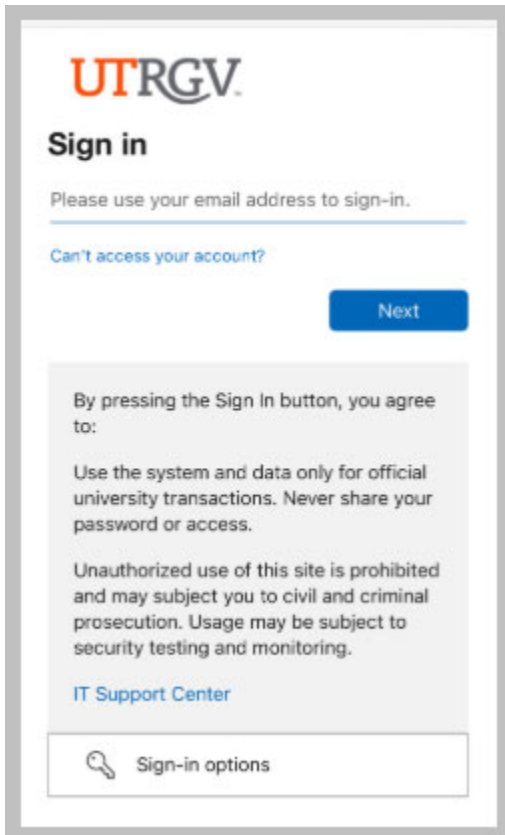


7. Enter your UTRGV email address click “Next” and tap in “Sign in with UTRio Grande Valley SSO

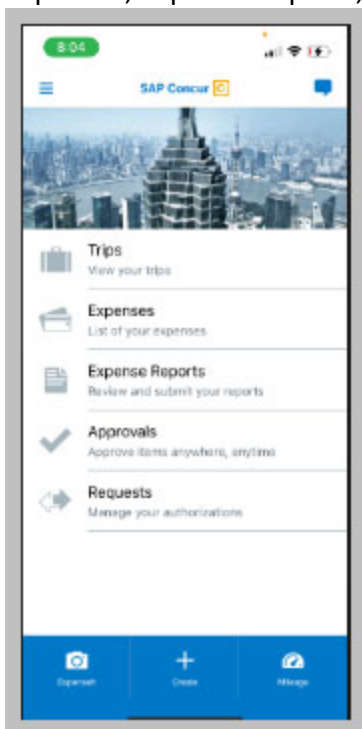


8. Re-enter your email address, click “Next” and Enter your UTRGV password





- View your Concur App home page, note the different tabs and options for Trips, Expenses, Expense Reports, Approvals, requests, and update receipts

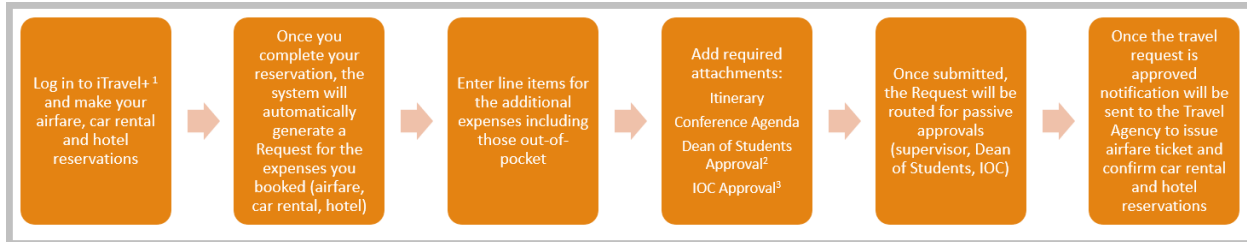


## 6. iTravel+ Booking to Request Process

### Travel Process Overview

The process for travel to request where a booking, for airfare, hotel, or car rental is required by the traveler is as follows. This process applies for both domestic travel as well as international travel.

### Travel Process overview (with Travel reservations)



Travel reservations are not confirmed until the travel request is submitted by the delegate and approved by the cost center manager. Travel Requests must be approved prior to the trip start date.

<sup>1</sup> [iTravel+ How to Access iTravel+](#)

<sup>2</sup> [Dean of Students Approval Forms](#)

<sup>3</sup> [International Oversight Committee Approval Forms](#)

### Travel Request

- Integrated to the booking module
- Must be approved in order to secure airfare, car rental and hotel reservations that were made in iTravel+
- Required for all trips prior to first day of travel
- Must include detailed information regarding the trip and the benefit to university
- Must include all expected expenses (University paid and out-of-pocket)
- Travel Requests do not encumber funds
- Travel Requests should not be processed for inter-valley/ inter-campus mileage reimbursements
- Travel Request Payment Types and suppliers
  - University Paid: Citibank
  - Out-of-Pocket: Payable to traveler based on the selected iTravel+ profile

## Air, Car, and Hotel Reservations

The screenshot shows the SAP Concur Travel interface. At the top, there's a header with 'SAP Concur', 'Travel', 'Approvals', and 'Reservations'. Below that is the UTRGV logo and a greeting 'Hello, Gricelda'. The main section is titled 'TRIP SEARCH' with a red circle and arrow pointing to the search button labeled '5'. Below this, there are icons for 'Book for a guest', 'Flight', 'Car', and 'Hotel'. The 'Flight Search' section has three tabs: 'Round Trip' (selected), 'One Way', and 'Multi City'. The 'From' field is 'MFE - McAllen/Mission Airport - McAllen/Mission, TX' (labeled '1'). The 'To' field is 'ORD - Chicago O'Hare Intl Airport - Chicago, IL'. The 'Depart' field is '02/09/2022' at '09:00 am' (labeled '2'). The 'Return' field is '03/04/2022' at '05:00 pm'. There are checkboxes for 'Pick-up/Drop-off car at airport' (checked, labeled '3') and 'Find a Hotel' (checked, labeled '4'). Below these are search filters for 'Search within' (Airport, Address, Company, Reference Point / Zip Code) and a 'Reference Point / Zip Code' field with 'Chicago, IL' entered. At the bottom, there's a 'Only show results containing' field.

### Select Traveler's Profile

1. Indicate your departure and destination airport locations
2. Select the departure and return dates and times
3. Indicate if you would like to pick up a car rental
4. Indicate if you would like to reserve a hotel room
5. If you do not need an airfare reservation, click on the Car rental or Hotel icons as needed

Click "Search"

### Verify Your Reservation Selections

**RESERVATIONS**  
Monday, February 23, 2022

**Flight McAllen/Mission, TX (MFE) to Houston, TX**

**United 1787**  
Operated by: United

**Departure: 07:08 AM** Confirmation: ALBCT0  
McAllen/Mission Airport (MFE) Status: Confirmed  
Duration: 1 hour, 15 minutes  
Nonstop

**Arrival: 08:27 AM**  
Houston George Bush Intercontinental Airport (IAH)  
Terminal: C

**Additional Details**  
Aircraft: Boeing 737-800 Distance: 316 miles  
E-Ticket Meal: No Meal Served  
Cabin: ECONOMY (S)

1 hr, 27 min layover at Houston George Bush Intercontinental Airport (IAH)

**Flight Houston, TX (IAH) to Chicago, IL (ORD)**

**United 0503**  
Operated by: United

**Departure: 09:54 AM** Confirmation: ALBCT0  
Houston George Bush Intercontinental Airport (IAH) Status: Confirmed  
Duration: 2 hours, 46 minutes  
Nonstop

**Arrival: 12:40 PM**  
Chicago O'Hare Intl Airport (ORD)  
Terminal: 1

**Additional Details**  
Aircraft: Boeing 737-700 Distance: 825 miles  
E-Ticket Meal: Meal at Cost  
Cabin: ECONOMY (S)

**Enterprise Car Rental at: Chicago US (ORD)**

Pick-up at: Chicago US (ORD)

**Pick Up: 12:40 PM** Mon Feb 28  
Pick-up at: Chicago US (ORD)  
Number of Cars: 1

**Return: 03:39 PM** Fri Mar 4  
Returning to: Chicago US (ORD)

**Confirmation: 1083293280COUNT**  
Status: Confirmed  
Frequent Guest Number: @XXXXX2355  
Rate Code: ZDLUJ2

**Additional Details**  
Rate: \$53.00 USD daily rate, unlimited miles; \$53.00 USD extra daily rate, unlimited miles; \$12.54 USD extra hourly rate  
Total Rate: \$365.52 USD  
Corporate Discount: UTS355

**Rental Details**  
Intermediate / Car / Automatic transmission / Air conditioning

**Residence Inn Chicago O'Hare**

**710 Chestnut St**  
Rosemont, Illinois, 60018  
US  
847-375-9000

**Checking In: Mon Feb 28**  
Room 1, Days 4, Guests 1

**Checking Out: Fri Mar 4**

**Confirmation: 95382336**  
Status: Confirmed  
Frequent Guest Number: 127182436

**Additional Information**  
Daily Rate: \$128.00 USD  
Total Rate: \$504.00 USD

**Room Details**  
Room Description: RoomDescriptionCode#MOC0  
Special Instructions: Nonsmoking Earlycheckin Foampillow Topfloor

**Cancellation Policy**  
Cancellation Fees may apply.  
Must Cancel 2 Day(S) Prior To Arrival.

[Add to your Itinerary](#)

Friday, March 04, 2022

**Flight Chicago, IL (ORD) to Houston, TX (IAH)**

**United 2658**  
Operated by: United

**Departure: 03:39 PM** Confirmation: ALBCT0  
Chicago O'Hare Intl Airport (ORD) Status: Confirmed  
Terminal: 1  
Duration: 3 hours  
Nonstop

**Arrival: 06:39 PM**  
Houston George Bush Intercontinental Airport (IAH)  
Terminal: C

**Additional Details**  
Aircraft: Boeing 737 MAX 8 Distance: 825 miles  
E-Ticket Meal: Meal at Cost  
Cabin: ECONOMY (S)

1 hr, 42 min layover at Houston George Bush Intercontinental Airport (IAH)

**Flight Houston, TX (IAH) to McAllen/Mission, TX (MFE)**

**United 1274**  
Operated by: United

**Departure: 08:15 PM** Confirmation: ALBCT0  
Houston George Bush Intercontinental Airport (IAH) Status: Confirmed  
Terminal: C  
Duration: 1 hour, 15 minutes  
Nonstop

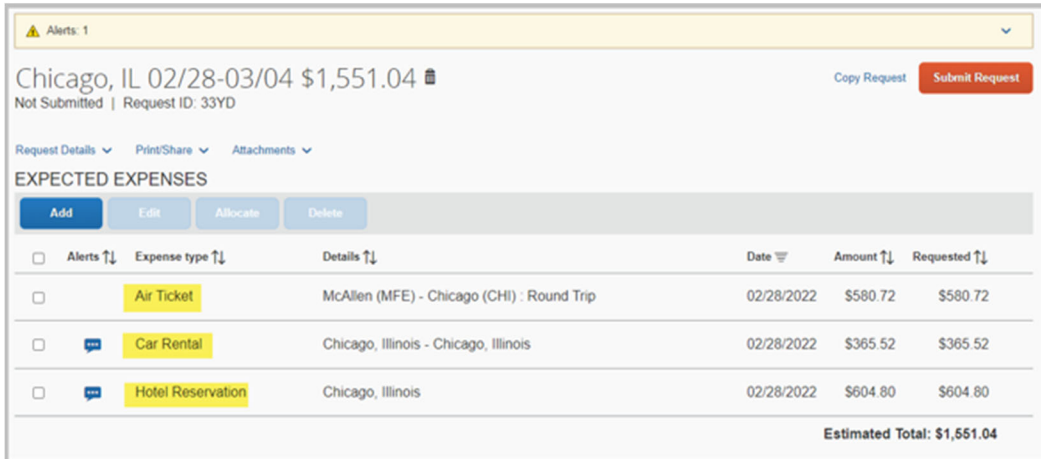
**Arrival: 09:34 PM**  
McAllen/Mission Airport (MFE)

**Additional Details**  
Aircraft: Boeing 737-800 Distance: 316 miles  
E-Ticket Meal: No Meal Served  
Cabin: ECONOMY (S)

[Add to your Itinerary](#)

## Travel Request for Booked Reservations

Once the reservations are made, the system will automatically generate a Travel Request for the reserved expenses



Alerts: 1

Chicago, IL 02/28-03/04 \$1,551.04 Copy Request Submit Request

Not Submitted | Request ID: 33YD

Request Details Print/Share Attachments

EXPECTED EXPENSES

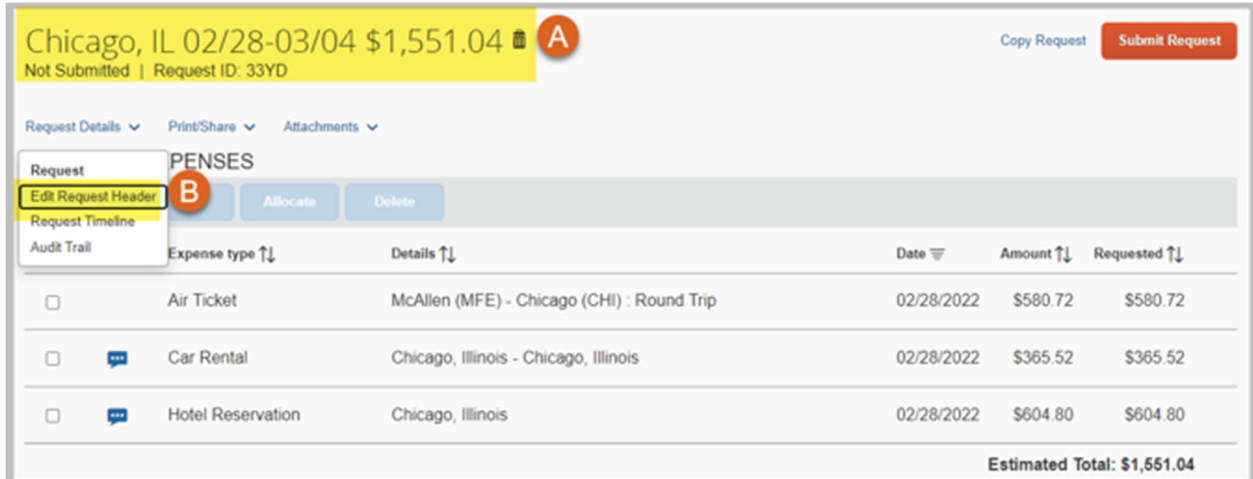
Add Edit Allocate Delete

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ▾	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Air Ticket	McAllen (MFE) - Chicago (CHI) : Round Trip	02/28/2022	\$580.72	\$580.72
<input type="checkbox"/>		Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
<input type="checkbox"/>		Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80

Estimated Total: \$1,551.04

To complete or modify your Request Header:

- Click on the report name OR
- Click the “Request Details” drop down menu and select “Edit Request Header”



Chicago, IL 02/28-03/04 \$1,551.04 **A** Copy Request Submit Request

Not Submitted | Request ID: 33YD

Request Details Print/Share Attachments

Request

**B** Edit Request Header

Request Timeline

Audit Trail

EXPENSES

Add Edit Allocate Delete

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ▾	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Air Ticket	McAllen (MFE) - Chicago (CHI) : Round Trip	02/28/2022	\$580.72	\$580.72
<input type="checkbox"/>	Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
<input type="checkbox"/>	Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80

Estimated Total: \$1,551.04

## Edit the Request Header

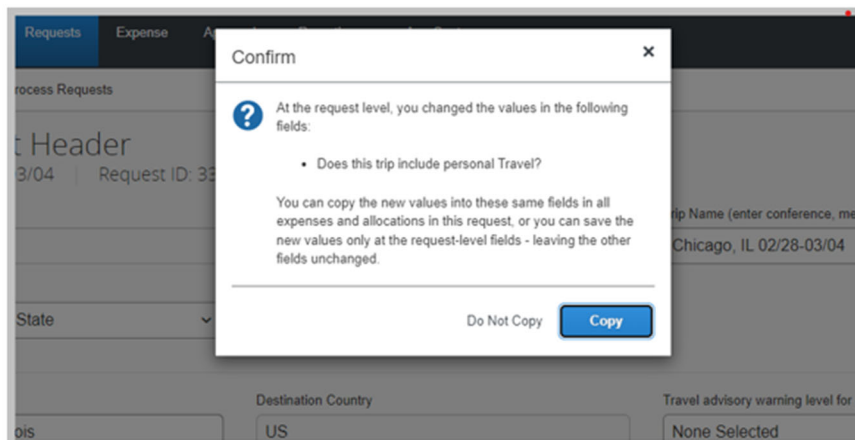
Complete all required fields:

- Travel Type
- Trip Type
- Destination
- Travel advisory warning level (for foreign travel only)
- Trip Start Date
- Trip End Date
- Dean of Students and International Oversight Committee confirmation # (when applicable)
- Business Purpose
- Benefit to University
- Personal Travel selection
- Speedtype

- Trip Justification

## Copy Over Changes from Request Header

When a change is made at the header level, apply changes to the request line by selecting “Copy”



## Complete Required Information for Existing Expense Lines

To complete the required information for lines created from the reservation click on the first line item

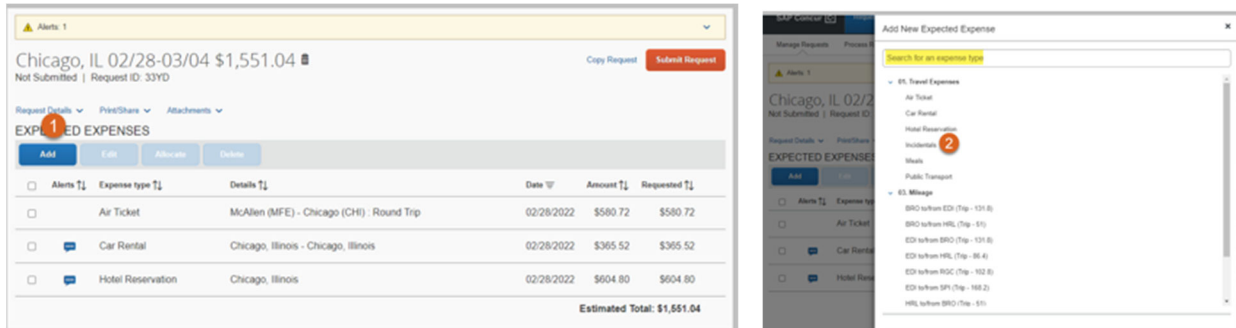
The screenshot shows a web form for editing an expense line. At the top, there's a header 'Air Ticket \$580.72' with a red circle '4' next to it. Below the header, there are tabs for 'Round Trip' and 'One Way'. The form is divided into 'Outbound' and 'Return' sections. The 'Outbound' section has fields for 'From' (McAllen, Texas), 'To' (Chicago, Illinois), 'Date' (02/28/2022), 'Depart at' (07:08 AM), and 'Request Payment Type' (University Paid). A red circle '1' is next to the 'From' field, and a red circle '2' is next to the 'Comment' field. The 'Return' section has similar fields for 'Date' (03/04/2022) and 'Depart at' (03:39 PM). At the bottom, there are fields for 'Amount' (580.72) and 'Currency' (US, Dollar). A red circle '3' is next to the 'Request Payment Type' dropdown. At the bottom right, there is a green 'Save' button with a red circle '5' next to it. A red circle '4' is also next to the 'Save' button.

Note that information for your airfare, car rental, and hotel, is generated based on your booking selections

1. Confirm Reservation details
2. Add expense comments as needed
3. Select payment type for the line item
  - University Paid
  - Out-Of-Pocket
4. Move to the next expense to complete step 1- 3
5. Once you complete all your changes click "Save"

## Add remaining expenses

1. Click “Add” to add another expense/line to the travel request



2. Search or select the expense type

## Enter Details for Selected Expense Type

New Expense: Incidentals \$50.00  
02/28/2022

Type of Incidental \*  
Luggage

Justification \*  
Luggage charges to and from Chicago.

Travel Start Date \*  
02/28/2022

Travel End Date \*  
03/04/2022

Request Payment Type \*  
Out-of-Pocket

Amount \*  
50.00

Currency \*  
US, Dollar

Comment  
\$25 each way on United Airlines

Save Cancel

Use the justification and comments fields to include expense details, click “Save”

## Expense line for meals

The U.S General Services Administration (GSA) meal rates are integrated to iTravel+ Request. Meal allowable amount is based on Travel Start Date, Travel End Date, and Destination City. Destination city must be modified to meet the conference/meeting location.

1. Enter expense “Comment”
2. Click “Save”

New Expense: Meals \$0.00  
02/28/2022

Travel Start Date  
02/28/2022

Travel End Date  
03/04/2022

Destination City  
US Chicago, Illinois

Amount will calculate when you save

Currency  
US, Dollar

Request Payment Type  
Out-of-Pocket

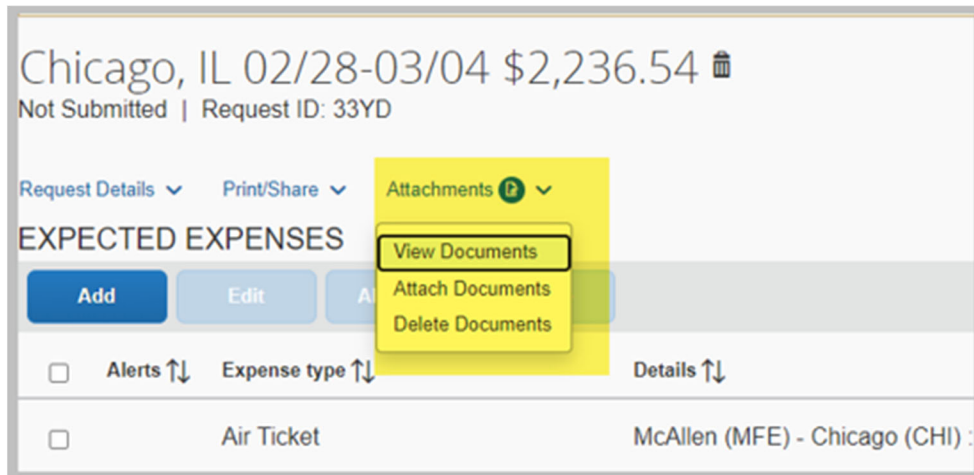
Comment  
Meals for trip.

Save Cancel

Note that the system automatically generated the meal allowable rate.

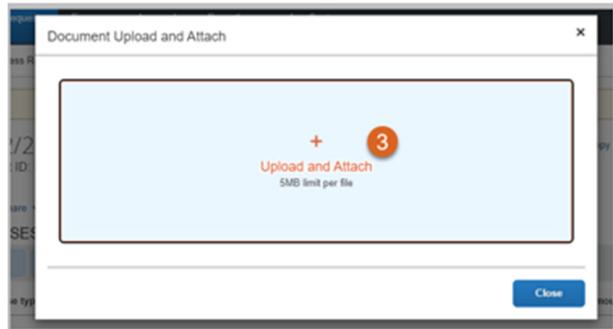
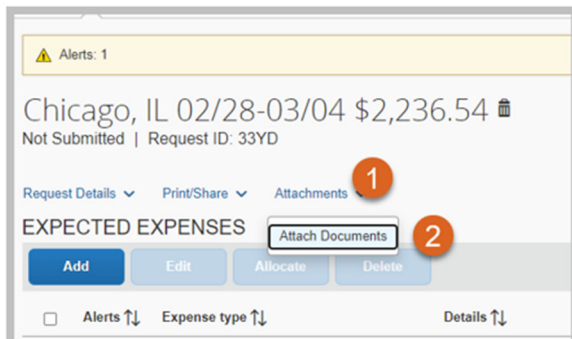
<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ▾	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Air Ticket	McAllen (MFE) - Chicago (CHI) : Round Trip	02/28/2022	\$580.72	\$580.72
<input type="checkbox"/>		Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
<input type="checkbox"/>		Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80
<input type="checkbox"/>		Incidentals	Luggage charges to and from Chicago.	02/28/2022	\$50.00	\$50.00
<input type="checkbox"/>		Meals	Chicago, Illinois	02/28/2022	\$355.50	\$355.50

Request documents may be viewed, attached, and deleted through the “Attachments” drop down menu



Add Attachment:

1. Click the “Attachments” drop down menu
2. Select “Attach Documents”
3. Browse for the file

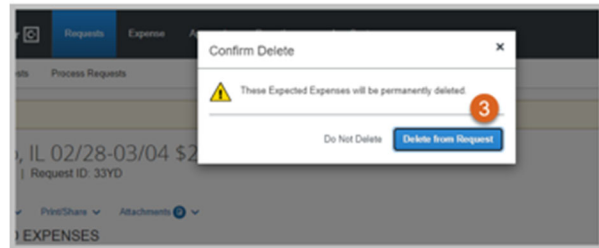




Delete Line items from the travel request:

1. Select the line(s) that need to be deleted
2. Click “Delete”
3. Confirm selection by clicking “Delete from Request”

Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Air Ticket	McAllen (MFE) - Chicago (CHI) - Round Trip	02/28/2022	\$580.72	\$580.72
<input type="checkbox"/>	Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
<input type="checkbox"/>	Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80
<input type="checkbox"/>	Incidentals	Luggage charges to and from Chicago	02/28/2022	\$50.00	\$50.00
<input type="checkbox"/>	Meals	Chicago, Illinois	02/28/2022	\$355.50	\$355.50
<input type="checkbox"/>	Conference/Registration fee		02/28/2022	\$200.00	\$200.00
<input checked="" type="checkbox"/>	Incidentals	Parking at hotel "Residence Inn" by Marriott	02/28/2022	\$80.00	\$80.00



Another way to delete a line from a request is to open the request line item and delete it from there.

1. Click the “Delete Expense” option
2. Confirm selection by clicking “Delete from Request”

Incidentals \$80.00 02/28/2022

Type of Incidental \*  
Parking

Justification \*  
Parking at hotel "Residence Inn"

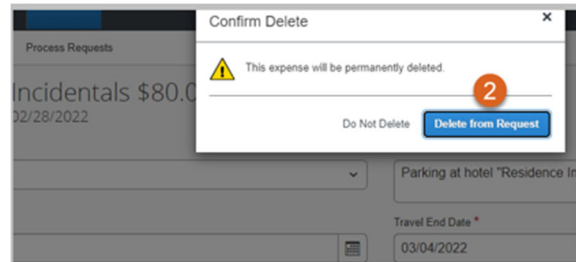
Travel Start Date \*  
02/28/2022

Travel End Date \*  
03/04/2022

Request Payment Type \*  
University Paid

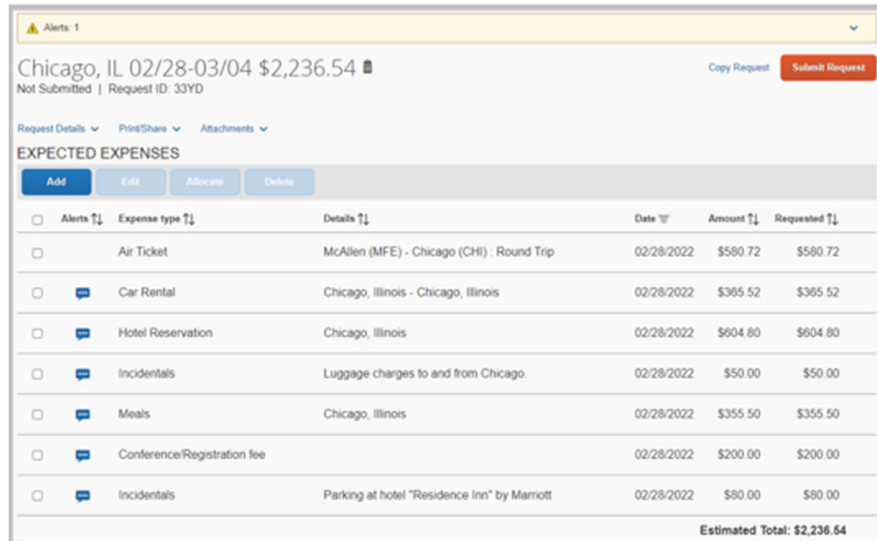
Amount \*  
80.00

Comment



## Review expenses added to the Travel Request:

Once you have added all expenses to the request, including University paid and out-of-pocket expenses, the estimated cost of the trip will be calculated:



Expense type	Details	Date	Amount	Requested
Air Ticket	McAllen (MFE) - Chicago (CHI) : Round Trip	02/28/2022	\$580.72	\$580.72
Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80
Incidentals	Luggage charges to and from Chicago.	02/28/2022	\$50.00	\$50.00
Meals	Chicago, Illinois	02/28/2022	\$355.50	\$355.50
Conference/Registration fee		02/28/2022	\$200.00	\$200.00
Incidentals	Parking at hotel "Residence Inn" by Marriott	02/28/2022	\$80.00	\$80.00

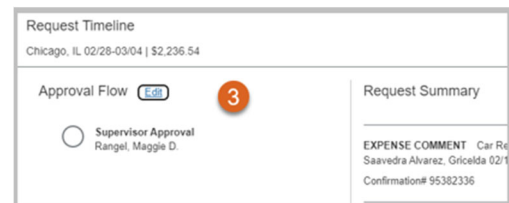
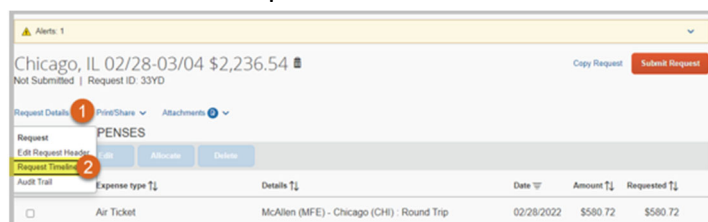
Estimated Total: \$2,236.54

## View Request Timeline



Travel Request workflow view will display all approvals related to the request; including Dean of Students for student travel and International Oversight Committee for Foreign employee trips. Note that the approval on the request are "Passive Approvals"

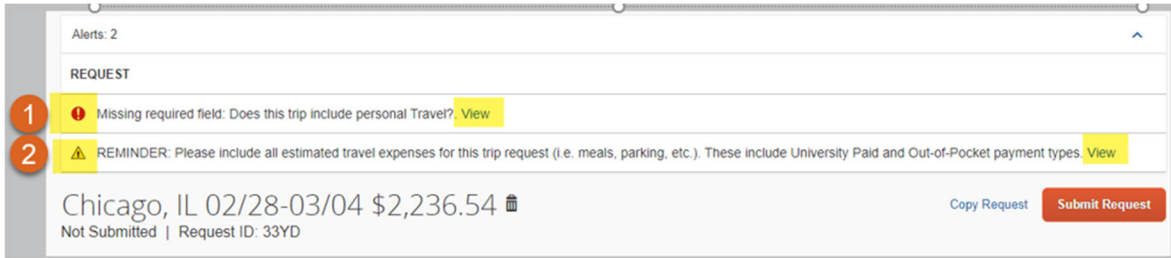
To view the travel request timeline:

1. Click "Request Details"
2. Select the "Request Timeline" option
3. View "Request Timeline"





## Review Request Alerts


1. Error messages must be reviewed and completed prior to submitting the request –  marked as An action must be taken on error messages in order to submit the request
2. Warning messages will not prevent for the request to be submitted – marked 



Alerts: 2

REQUEST

- 1  Missing required field: Does this trip include personal Travel? [View](#)
- 2  REMINDER: Please include all estimated travel expenses for this trip request (i.e. meals, parking, etc.). These include University Paid and Out-of-Pocket payment types. [View](#)

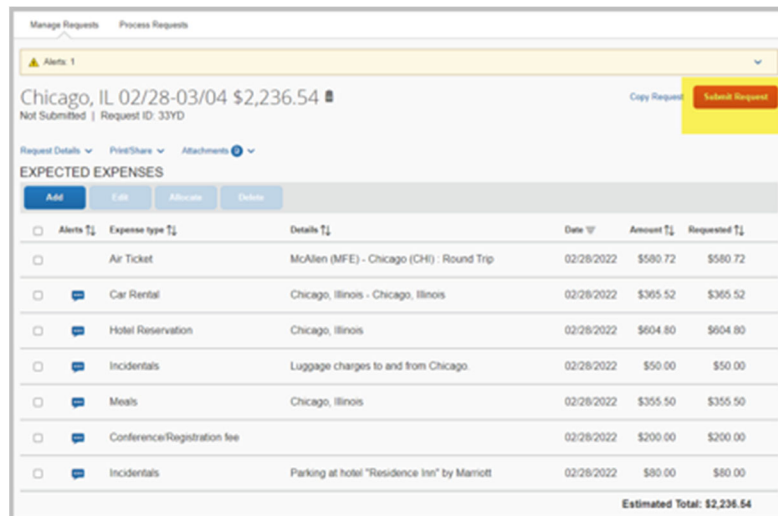
Chicago, IL 02/28-03/04 \$2,236.54 

Not Submitted | Request ID: 33YD [Copy Request](#) [Submit Request](#)

as


## Submit a travel request

Once all lines and attachments have been added to the travel request, click “Submit Request”



Manage Requests Process Requests

Alerts: 1







Chicago, IL 02/28-03/04 \$2,236.54 

Not Submitted | Request ID: 33YD [Copy Request](#) [Submit Request](#)

Request Details Print/Share Attachments

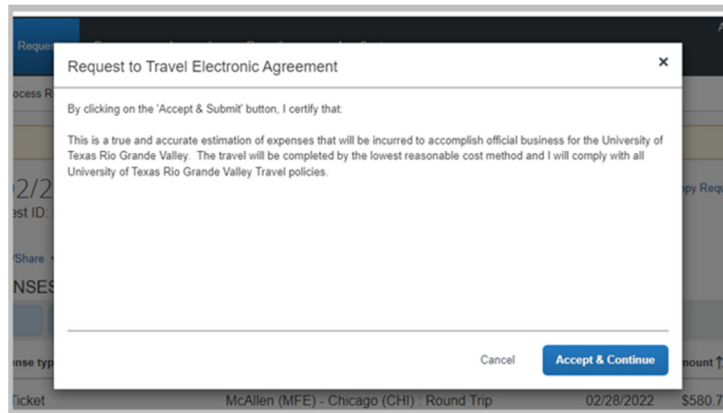
EXPECTED EXPENSES

[Add](#) [Edit](#) [Allocate](#) [Delete](#)

<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		Air Ticket	McAllen (MFE) - Chicago (CHI) - Round Trip	02/28/2022	\$580.72	\$580.72
<input type="checkbox"/>		Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52
<input type="checkbox"/>		Hotel Reservation	Chicago, Illinois	02/28/2022	\$604.80	\$604.80
<input type="checkbox"/>		Incidentals	Luggage charges to and from Chicago	02/28/2022	\$50.00	\$50.00
<input type="checkbox"/>		Meals	Chicago, Illinois	02/28/2022	\$355.50	\$355.50
<input type="checkbox"/>		Conference/Registration fee		02/28/2022	\$200.00	\$200.00
<input type="checkbox"/>		Incidentals	Parking at hotel "Residence Inn" by Marriott	02/28/2022	\$80.00	\$80.00

Estimated Total: \$2,236.54

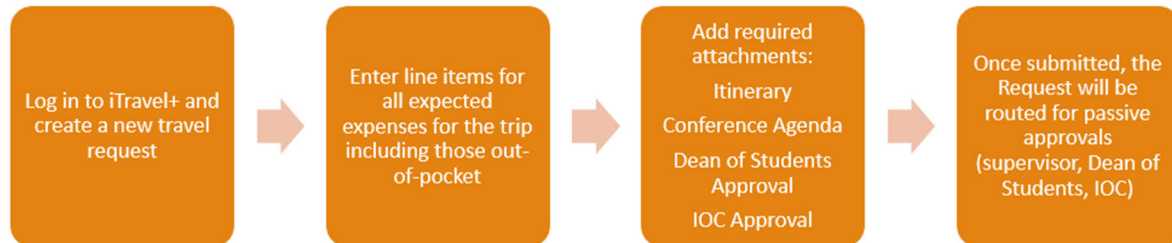
## Confirmation and Acknowledgement:



Read and certify the travel request acknowledgment

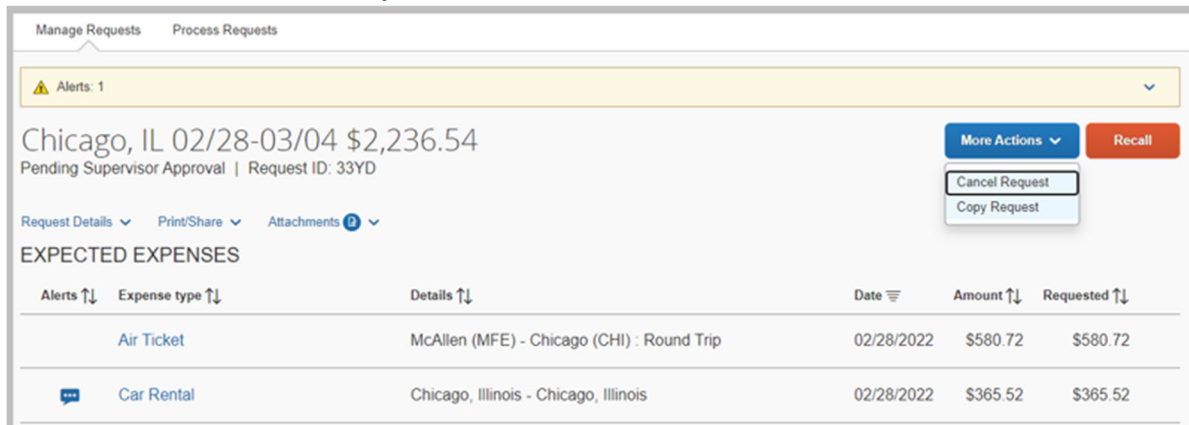
## 7. Travel Process Overview (Without Travel Reservations)

This is where the host agency is paying for all associated fees and/or the university has no expense associated with the travel) This process applies for both domestic travel as well as international travel. Please follow applicable steps 6 a - g above.



Travel Request must be approved prior to the trip start date.

## 8. Recall the Travel Request



Manage Requests Process Requests

Alerts: 1

Chicago, IL 02/28-03/04 \$2,236.54  
Pending Supervisor Approval | Request ID: 33YD

More Actions

Cancel Request  
Copy Request

Request Details  Attachments

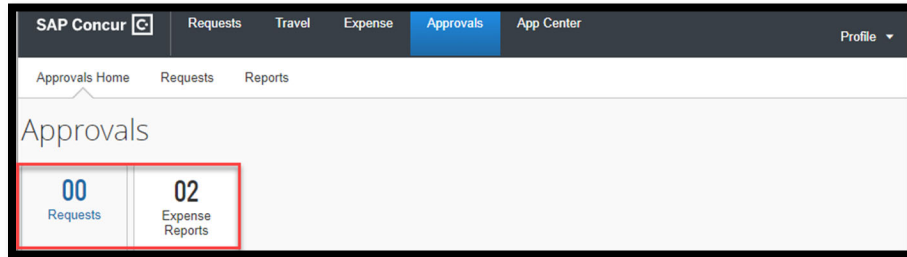
EXPECTED EXPENSES

Alerts <input type="button" value="↑↓"/>	Expense type <input type="button" value="↑↓"/>	Details <input type="button" value="↑↓"/>	Date <input type="button" value="☰"/>	Amount <input type="button" value="↑↓"/>	Requested <input type="button" value="↑↓"/>
	Air Ticket	McAllen (MFE) - Chicago (CHI) : Round Trip	02/28/2022	\$580.72	\$580.72
<input type="button" value="💬"/>	Car Rental	Chicago, Illinois - Chicago, Illinois	02/28/2022	\$365.52	\$365.52

If changes are needed to the Travel Request, you may use the recall option and take appropriate action.

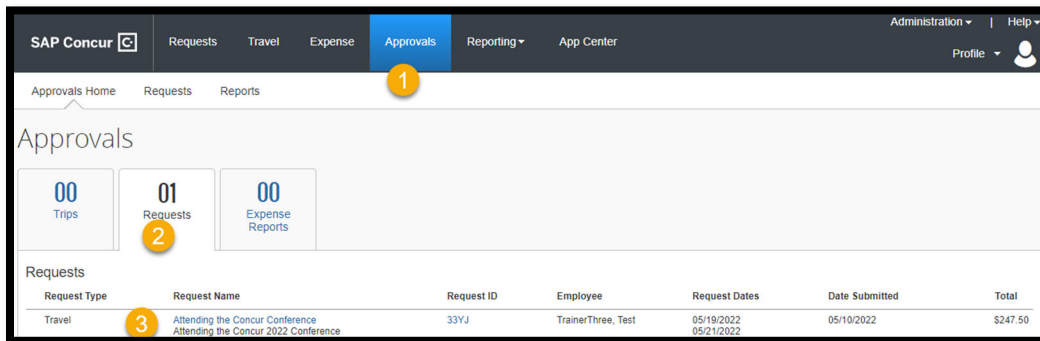
## 9. Requests and Expense Reports Approvals – Desktop

Once you log in to the iTravel+, tap on the “Approvals Tab”. Note that you will show the number Travel Requests and Expense Reports pending your approval. Click on the corresponding tab you would like to review and approve.

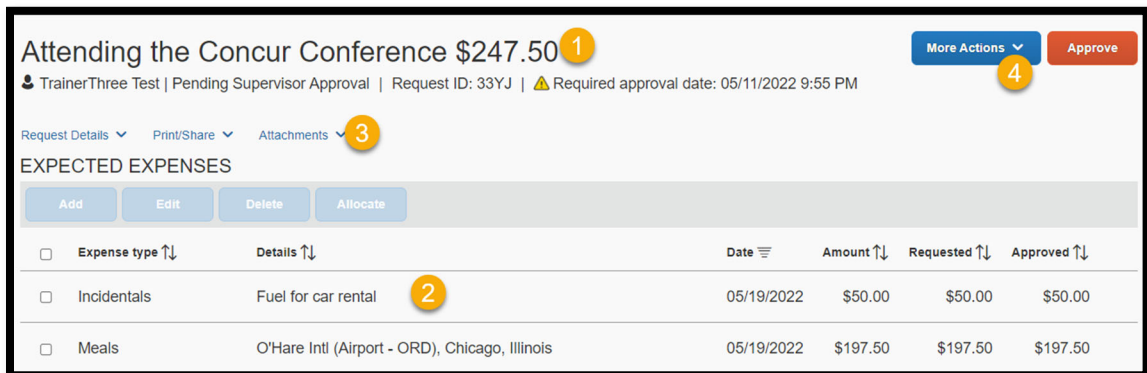


### Request Approvals

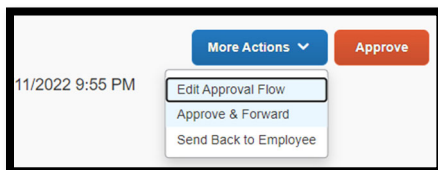
1. Select the "Requests" tab
2. Click on the request to review



1. Click at the "Request Header" to review the header information
2. Click on the line item to review the specific expense
3. Review Attachments
4. More Actions

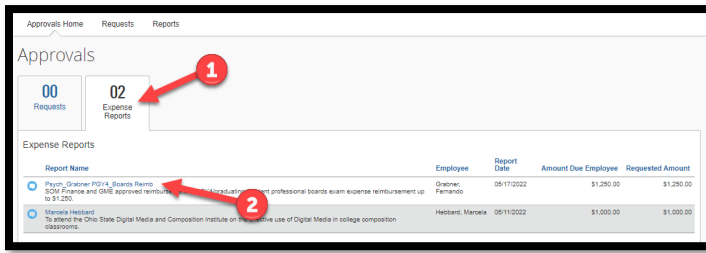


5. Take action the request by selecting of the following options:

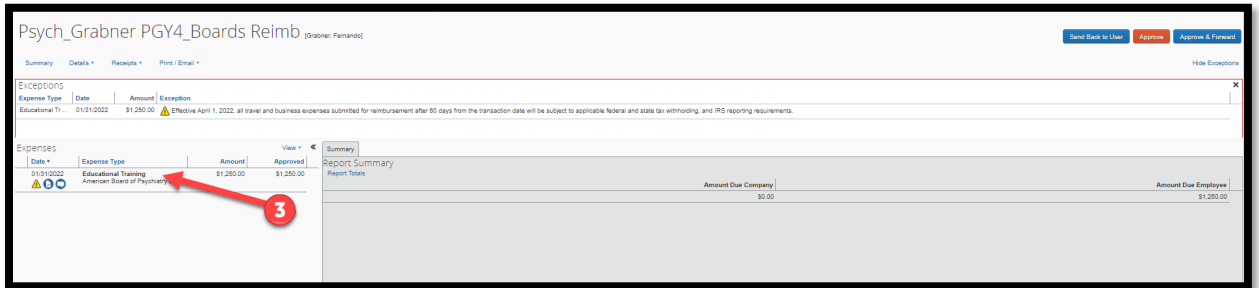


## Expense Report Approvals

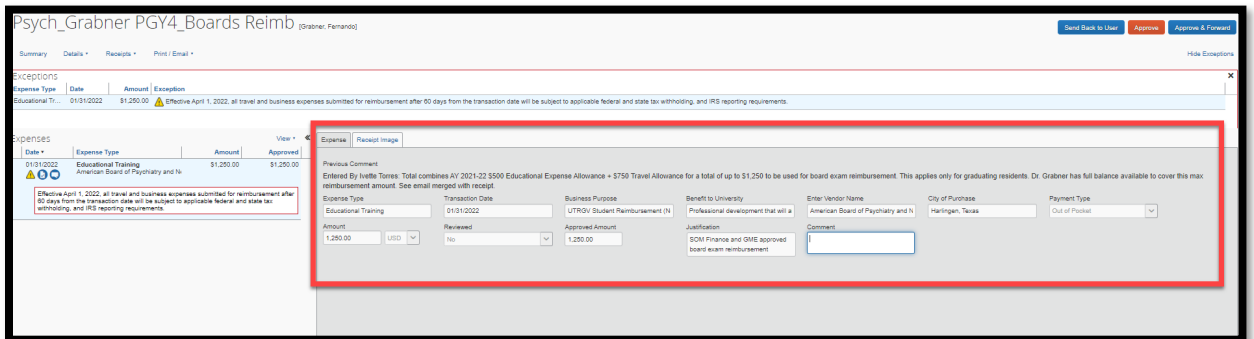
1. Select the "Expense Reports" tab
2. Click on the Expense Report to review



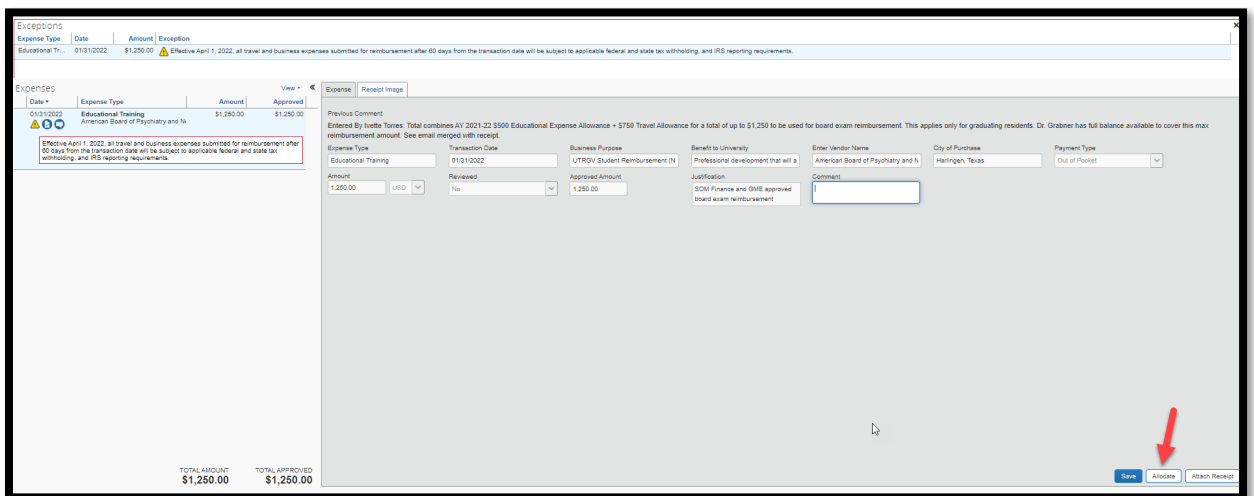
3. Click on the Expense to review details



4. Verify Expense Details and Ensure itemized receipt is attached

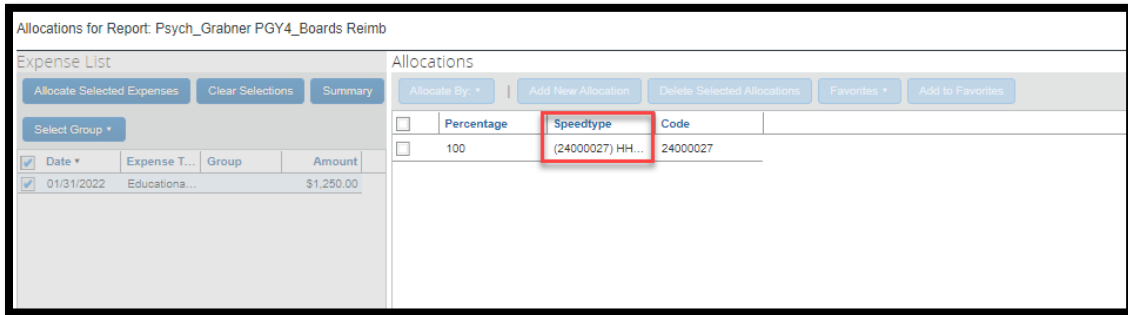


5. Click on "Allocate"

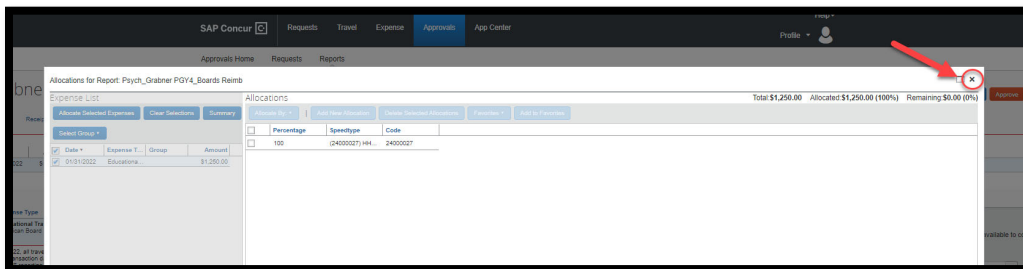




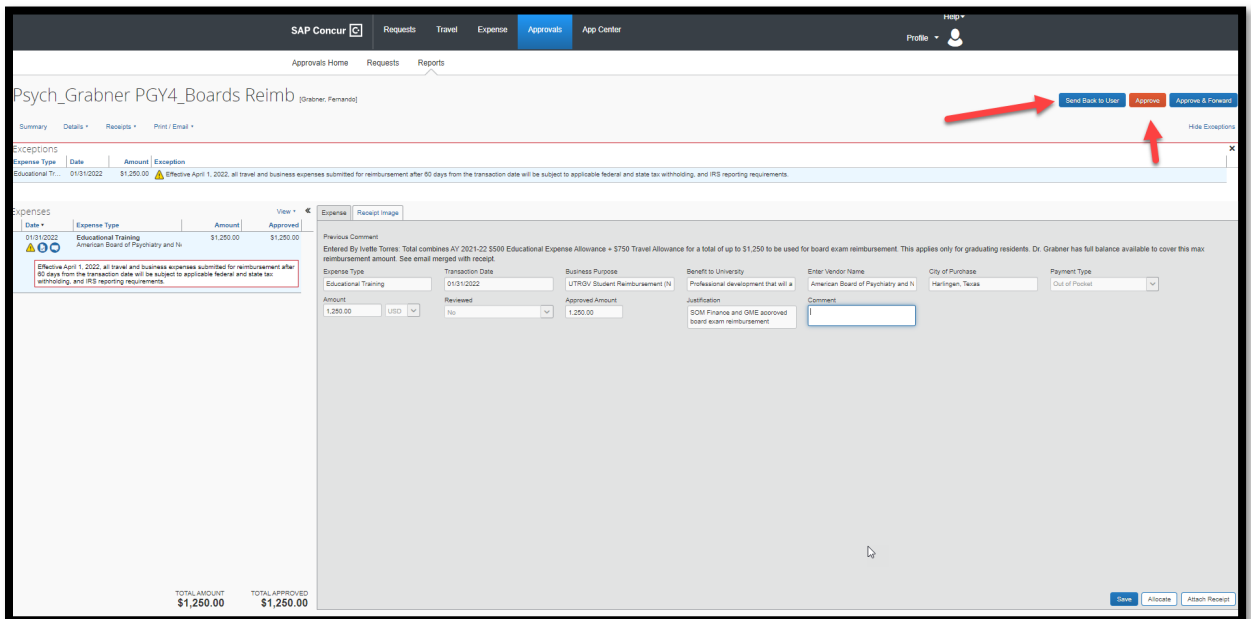
6. Funding source will display under "Speedtype"



7. Click "X" to close window

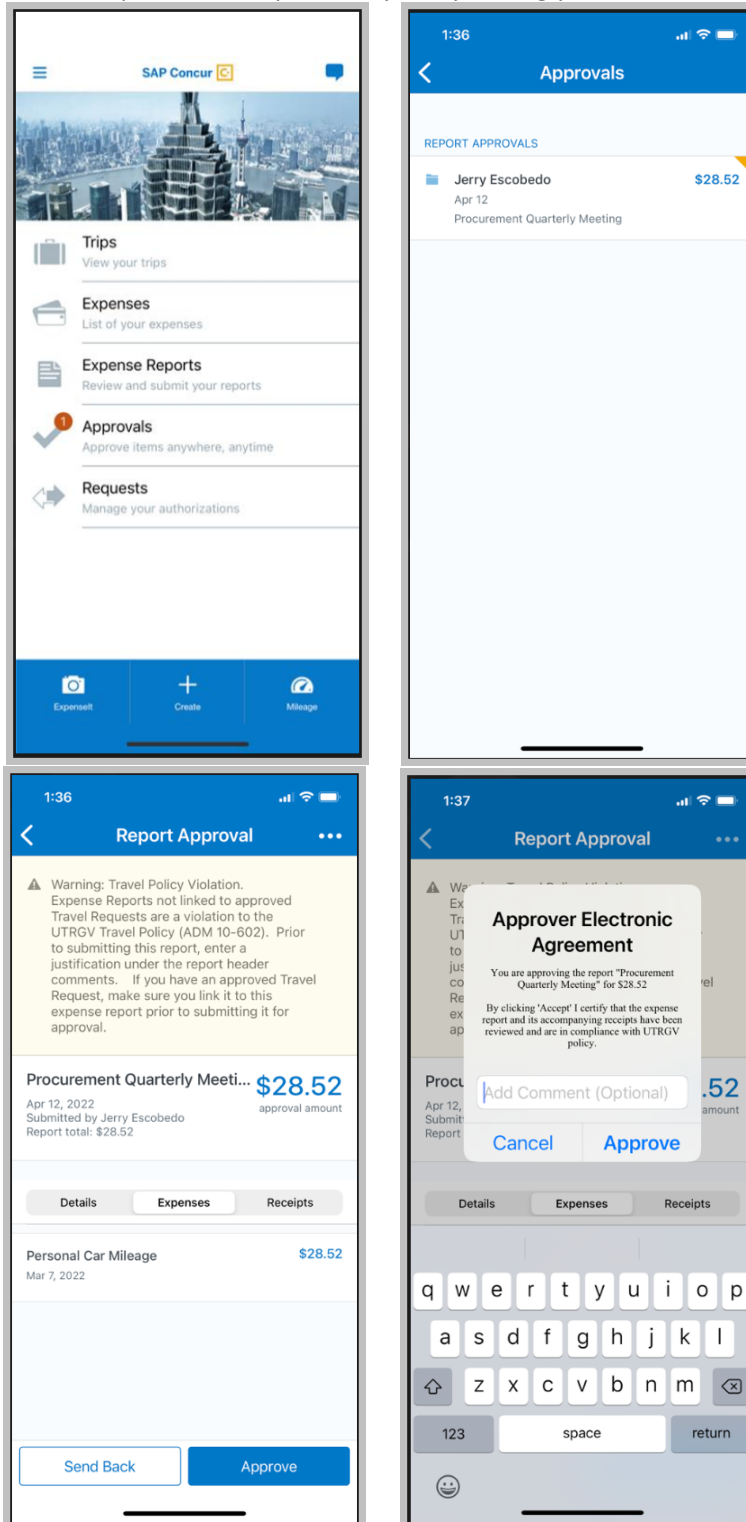


8. After reviewing expense report, take action by clicking "Send Back to User" or "Approve"



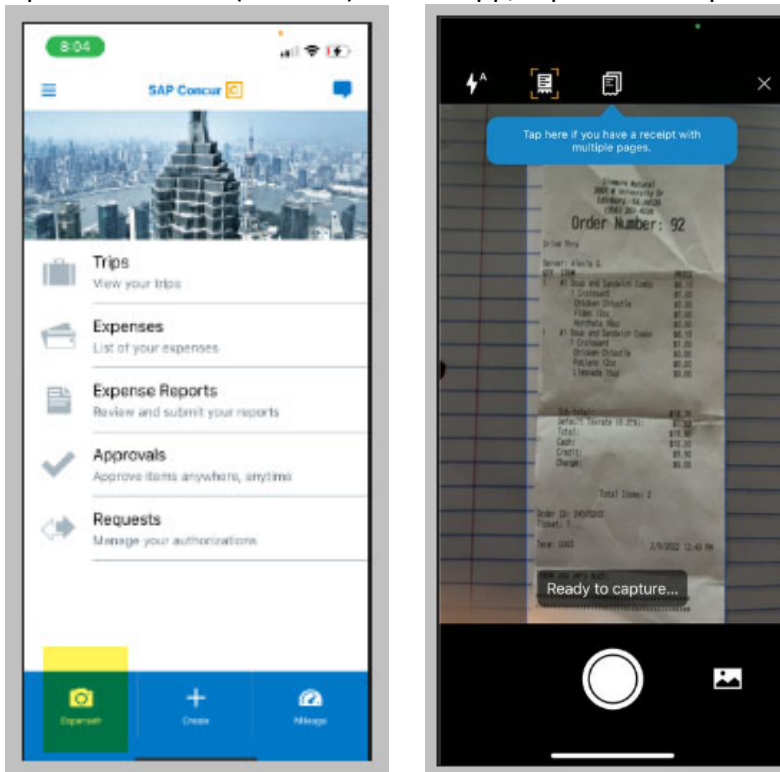
## 10. Requests and Expense Reports Approvals – Mobile App

Once you log in to the Concur mobile App, tap on the “Approvals Tab”. Note that you will show the number Travel Requests and Expense Reports pending your review and approval.

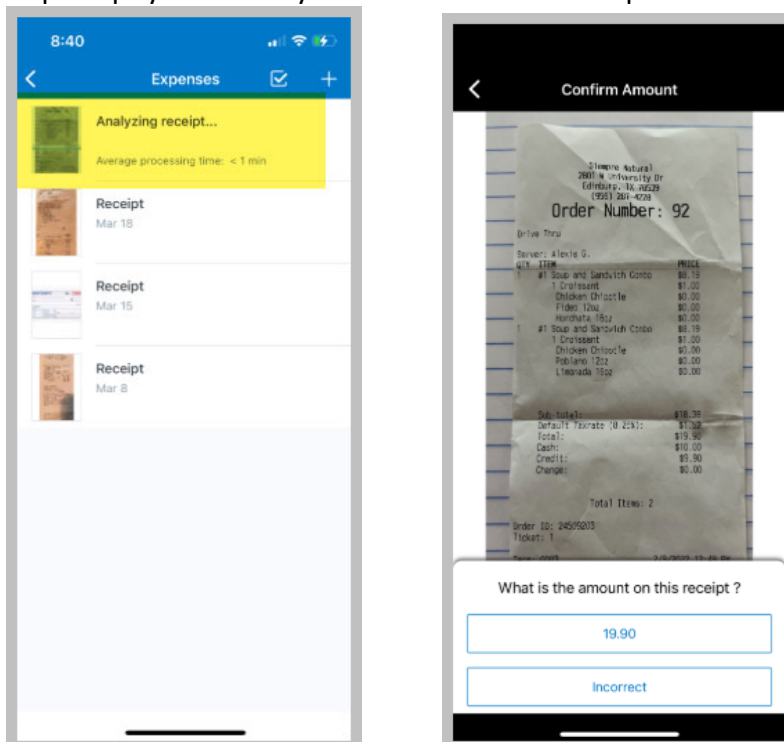


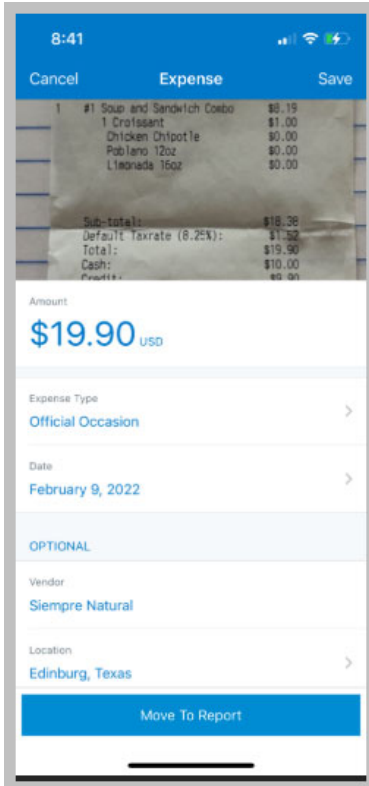
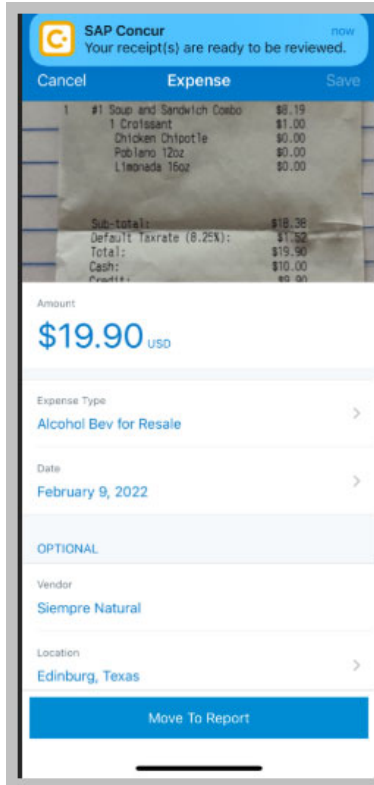
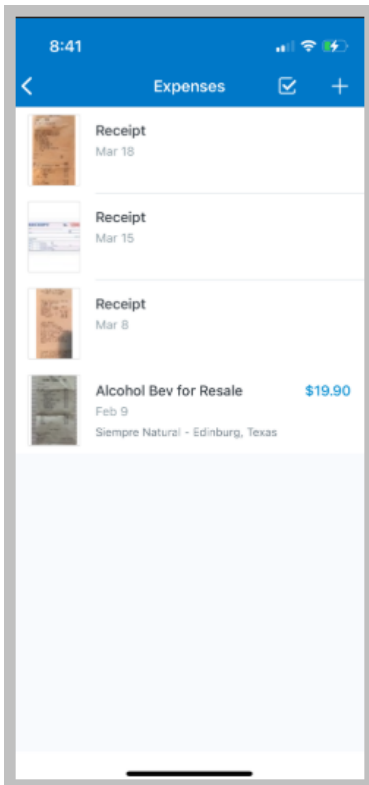
## 11. How to upload receipts with the iTravel+ (Concur) mobile App

1. Open the Concur (iTravel+) mobile app, tap the “Receipt” icon and capture the receipt



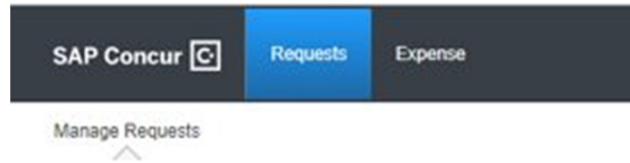
Note that System will analyze the receipt to make more information available for the expense type and prompt you to verify the amount of the receipt.





## 12. Travel Expense Reports

1. Select the Request for the expenses that will be reimbursed.



2. Confirm the travel request details and request ID and select Create Expense Report

The screenshot displays the 'Manage Requests' page in SAP Concur. At the top, there are tabs for 'Requests' and 'Expense'. Below the tabs, there is a 'REQUEST' section with a reminder: 'REMINDER: Please include all estimated travel expenses for this trip request (i.e. meals, parking, etc.). These include University Paid and Out-of-Pocket payment types. View'. The request details are: 'JS-Feb18 \$773.50' and 'Approved | Request ID: 3376'. A red arrow points to the 'Create Expense Report' button. Below this is a table of 'EXPECTED EXPENSES'.

Expense type T1	Details T2	Date T3	Amount T4	Requested T5
Air Ticket	MtAllen (MFE) - Dallas (DAL) - Round Trip	02/18/2022	\$300.00	\$300.00
Hotel Reservation	Dallas, Texas	02/18/2022	\$250.00	\$250.00
Car Rental	Dallas, Texas - Dallas, Texas	02/18/2022	\$100.00	\$100.00
Incidentals	luggage	02/18/2022	\$20.00	\$20.00
Meals	Dallas, Texas	02/18/2022	\$103.50	\$103.50
Estimated Total: \$773.50				

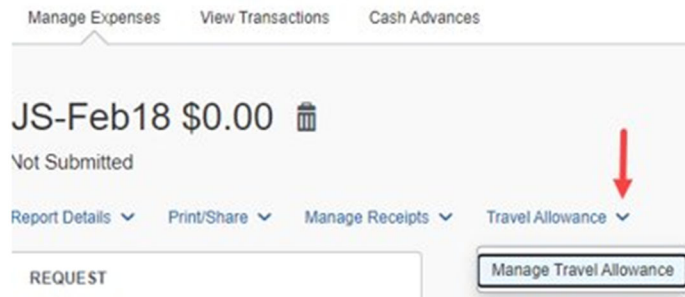
3. View the Alerts Message to review the Report Header.



4. Complete the alcohol purchases section of the request and select "Save".

The screenshot shows a dropdown menu for 'Alcohol Beverage purchases (as part of the business expense meal)'. The current selection is 'None Selected'. Below the dropdown, there is a red error message: 'This field is missing required information.' The dropdown menu is open, showing the following options: 'None Selected', 'No', and 'Yes'.

- Select Travel Allowance dropdown to select Manage Travel Allowance. The travel allowance is used to calculate GSA rates.



- Click on Create New Itinerary.



- Enter the departure city and arrival dates for first day of travel and **Save**

- Enter the departure city arrival dates for the last day of travel and **Save**

The screenshot shows a form titled 'New Itinerary Stop'. It has four input fields: 'Departure City', 'Date', 'Time', and 'Arrival City'. The 'Date' and 'Time' fields for both departure and arrival have calendar icons next to them.

- Review and select the two line items then select **Next**.

<input type="button" value="Add Stop"/> <input type="button" value="Delete Rows"/> <input type="button" value="Import Itinerary"/>			
<input checked="" type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	McAllen, Texas 02/19/2022 08:00 AM	Dallas, Texas 02/19/2022 08:00 AM	DALLAS COUNTY, US-TX, US
<input checked="" type="checkbox"/>	Dallas, Texas 02/21/2022 12:00 PM	McAllen, Texas 02/21/2022 03:00 PM	HIDALGO COUNTY, US-TX, US

- Review the details of the new line items under Available Itineraries and select Next.



11. Identify what meals were a provided during travel. The system will update the allowance as per the departure and arrival times. When complete select **Create Expenses**.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input checked="" type="checkbox"/>	02/19/2022 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	02/20/2022 Dallas, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	02/21/2022 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

12. The details will be listed on Expense Report by date and Expense Type (meals.)

<input type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	02/21/2022	\$51.75
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	02/20/2022	\$53.00

**\$104.75**

13. Click on Add Expense to include Incidentals

14. Select Incidentals to include out of pocket travel fees.

- Include any information with a red asterisk as they are required fields.
- The payment Business Purpose and Benefit to University are copied over from the travel request.
- Keep the Payment Type set to Out of Pocket.
- The amount can be modified.

Expense Type \*  
Incidentals

Transaction Date \*  
02/19/2022

Business Purpose \*  
Attend Meeting, Conf, etc.

Benefit to University \*  
1-Increase UTRGV awareness thr...

Type of Incidental \*  
Luggage

Justification \*  
luggage fees

Enter Vendor Name  
Airline

City of Purchase  
McAllen, Texas

Payment Type \*  
Out of Pocket

Request Payment Type  
None Selected

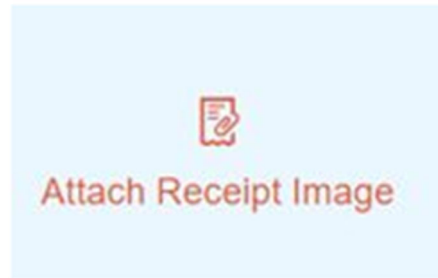
Amount \*  
20.00

Currency \*  
US, Dollar

Request \*  
02/18/2022, \$20.00 - JS-Feb18

Comment

15. Attach receipts by clicking on the image to the right.



16. When complete, click on **Save Expense** or to continue with additional out of pocket expenses, click on **Save and Add Another**.



17. The expense report will list line items by date and total the amount that will be reimbursed to the employee.

REQUEST							
Approved \$773.50							
Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to							
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	02/21/2022	\$51.75
<input type="checkbox"/>			Out of Pocket	Meals	Dallas, Texas	02/20/2022	\$53.00
<input type="checkbox"/>			Out of Pocket	Incidentals	Airline McAllen, Texas	02/19/2022	\$20.00
							<b>\$124.75</b>

Submit report.





18. Click on **Accept & Continue** on the User Electronic Agreement

The screenshot displays the SAP Concur 'User Electronic Agreement' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below this, there are links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area is titled 'Manage Expenses' and features a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A table lists a report with the following details:

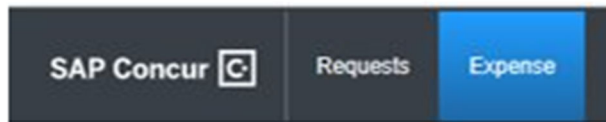
SUBMITTED	02/21/2022
JS-Feb18	
\$124.75	
Pending Cost Center/Project/Grant Approval	

A green arrow points to the 'SUBMITTED' status in the table. To the right of the table, the text reads: 'Status is submitted and includes the current workflow step.'

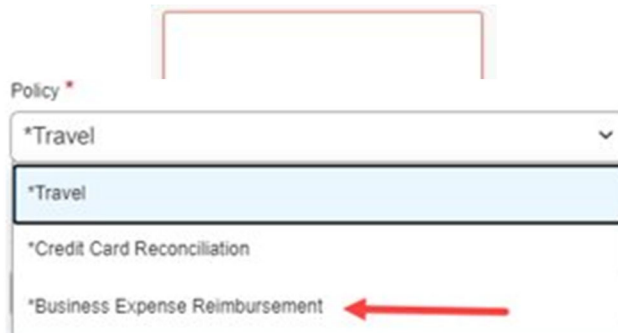
19. New travel expense is located on the Expenses tab > Manage Expenses

### 13. Business Expense Reimbursement Report

1. Select the Expense Tab



2. Select Create New Report title.



3. From the Policy dropdown menu, select Business Expense Reimbursement
4. Populate all required fields marked by red asterisks
5. Select "Create Report"

Create New Report x

---

Create From an Approved Request \* Required field

<b>Policy *</b> *Business Expense Reimbursement	<b>Report Total</b> <input type="text"/>	
<b>Report Name *</b> L. MARES-BUSINESS DINNER	<b>Business Purpose *</b> Business/Entertainment Expense	<b>Benefit to University *</b> 1-Related to Employee and Student recruitment requ...
<b>Speedtype *</b> ▼ (21000059) Procurement	<b>Alcohol Beverage purchases (as part of the business expense meal) *</b> No	<b>Justification</b> Business dinner on 2/1/2022-prospective employees
<b>Comment</b> additional details or clarification of business purpose. <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>		

Cancel Create Report

## 6. Add Expense

Manage Expenses View Transactions Cash Advances

**L. MARES-BUSINESS DINNER \$0.00**

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

## 7. Select expense type

Add Expense X

0 Available Expenses + Create New Expense

Search for an expense type

^ Recently Used

- Books & Ref Material
- Official Occasion
- Consumable Non-Office Supplies

^ 04. Operating Expenses

- Administrative Expense

Concur will list your most recently used options or you can locate expenses by using the search bar or scrolling

## 8. Populate required fields marked by red asterisk

9. Attach receipt

The screenshot shows an expense report form titled "Official Occasion \$100.00" dated 02/01/2022 for "Vaqueros". The form has two tabs: "Details" and "Itemizations". Under "Attendees (3)", there is an "Allocate" button. The "Expense Type" is "Official Occasion". The "Transaction Date" is 02/01/2022. The "Business Purpose" is "Business/Entertainment Expense". The "Benefit to University" is "This expense will support to meet...". The "Payment Type" is "Out of Pocket". The "Amount" is 100.00 and the "Currency" is "US, Dollar". The "Justification" is "prospective employee dinner". A "Comment" field contains "additional details". On the right, a receipt image is displayed, showing a receipt for "POPPING STORE" dated 02-22 PM 03:22:16, with a total of \$100.00. A green arrow points to the "Save Expense" button in the top right corner.

Note: \*if this is a SPECIAL OCCASION expense type, please add everyone in attendance using the steps on the next page. If this is not a special occasion, select "Save Expense".

9a. Click on Attendees to add persons.

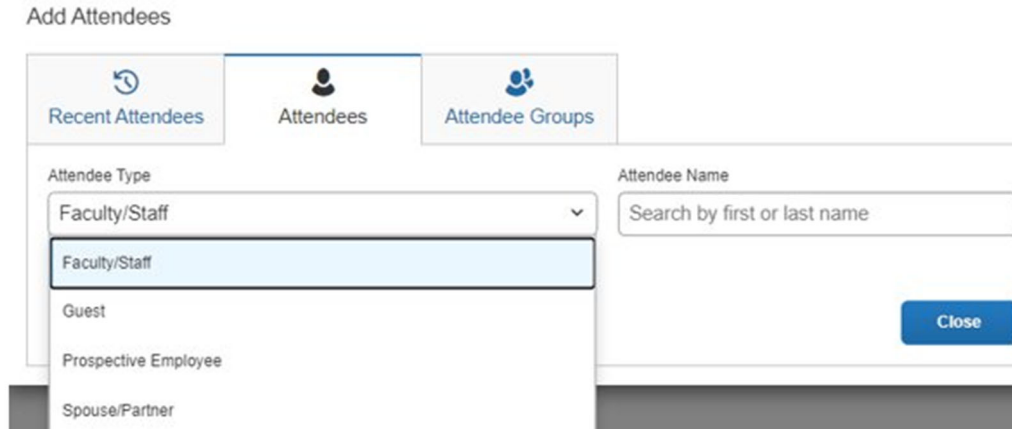
The screenshot shows the "New Expense" form with the "Details" tab selected. Under "Attendees (0)", there is an "Allocate" button.

9b. Click Add

The screenshot shows the "Attendees" section for an "Official Occasion" of \$100.00. It displays "Attendees: 0" and a row of buttons: "Add", "Remove", "Create Group", and "Copy from Request".

Note: Adding attendees to a special occasion is a requirement. Attendees can be employees or nonemployees.

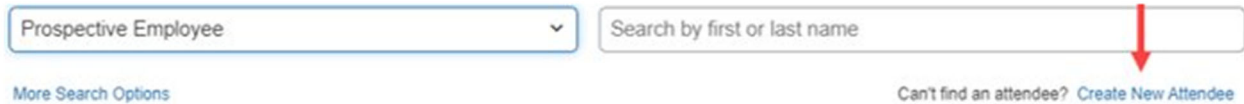
9c. Click on Attendees to select current employee or non-university employee.



Employees can be searched on the “Attendee Name” field and selected.

✔ Attendee added: Linda Mares

Once chosen, the system will confirm he/she has been added.



To include non-university employees, click on “Create a New Attendee”

Choose the Attendee Type, first and last name and title, then select Create Attendee.



Choose the Attendee Type, first and last name and title, then select “Create Attendee”.

9d. Review the final attendee list and select “Save”.

Attendees X

Official Occasion | \$100.00

---

Attendees: 3

[Add](#) [Remove](#) [Create Group](#) [Copy from Request](#)

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Arellano, Salvador			Faculty/Staff	1	\$33.33
<input type="checkbox"/>	Doe, John	Dr.		Prospective Employee	1	\$33.34
<input type="checkbox"/>	Mares, Linda A			Faculty/Staff	1	\$33.33

[Cancel](#) [Save](#)

9e. Expense details listed.

Official Occasion \$100.00 Cancel [Save Expense](#)

02/01/2022 | Vaqueros Hide Receipt

**Details** | Remissions

Attendees (3) | Allocate

**Expense Type \***  
Official Occasion

**Transaction Date \***  
02/01/2022

**Benefit to University \***  
This expense will support to meet...

**Payment Type \***  
Out of Pocket

**Amount \***  
100.00

**Justification \***  
prospective employee dinner

**Business Purpose \***  
Business/Entertainment Expense

Enter Vendor Name  
Vaqueros

City of Purchase  
McAllen, Texas

**Currency \***  
US, Dollar

**Comment**  
additional details

RECEIPT IMAGE.jpg

Click on “Save Expense”

10. Business expense report has been created

Manage Expenses | View Transactions | Cash Advances

**L. MARES-BUSINESS DINNER \$100.00** [Copy Report](#) [Submit Report](#)

Not Submitted

Report Details | Print/Share | Manage Receipts

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Official Occasion Attendees (3)	Vaqueros McAllen, Texas	02/01/2022	\$100.00
							<b>\$100.00</b>

Click on "Submit Report"

11. Click on Accept & Continue of the User Electronic

User Electronic Agreement x

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for UTRGV and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying UTRGV in full for those expenses.

Cancel Accept & Continue

12. Concur will verify once again the amount due to the employee

Report Totals x

<b>Company Pays</b> \$100.00 Employee	<b>Employee Pays</b> \$0.00 Company	
Amount Total: \$100.00	Due Employee: \$100.00	Owed Company: \$0.00
Requested Amount: \$100.00	Total Paid By Company: \$100.00	Total Owed By Employee: \$0.00

Cancel Submit Report

13. Concur will provide a report status when complete

SAP Concur | Requests | Expense | Help

Acting as Sanchez, Joanna

Manage Expenses | View Transactions | Cash Advances

Manage Expenses

REPORT LIBRARY | View: Active Reports

<b>SUBMITTED</b> 02/21/2022 JS-Feb18 \$124.75 Pending Cost Center/Project/Grant Approval	<b>SUBMITTED</b> 02/21/2022 L. MARES-BUSINESS DINNER \$100.00 Pending Cost Center/Project/Grant Approval
---	---

Status is submitted and includes the current work flow step

14. Newly submitted expenses is located on the Expense tab > Manage Expenses

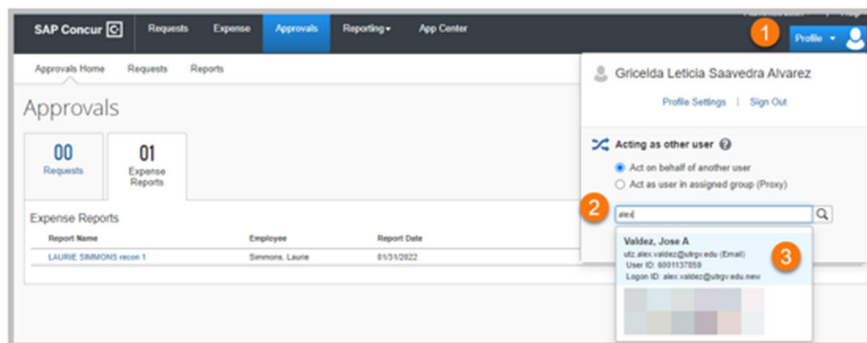
## 14. iTravel+ Credit Card Reconciliation

### Credit Card Reconciliation Process Overview



1. iTravel+ Profile Set up
2. Reference Material: iTravel+ How to Download the Mobile App
  1. iTravel+ Upload Receipts through the Mobile App
3. Travel related transactions must be attached to Travel Expense Reports

### Select the Credit Card Holder's Profile



1. Once logged in to iTravel+ click the "Profile" option
2. Type the credit card holder's name
3. Select the credit card holder's profile
4. Click "Start Session"

Note: These steps are not required when the reconciliation is being completed by the credit card holder

### Review Available Transactions

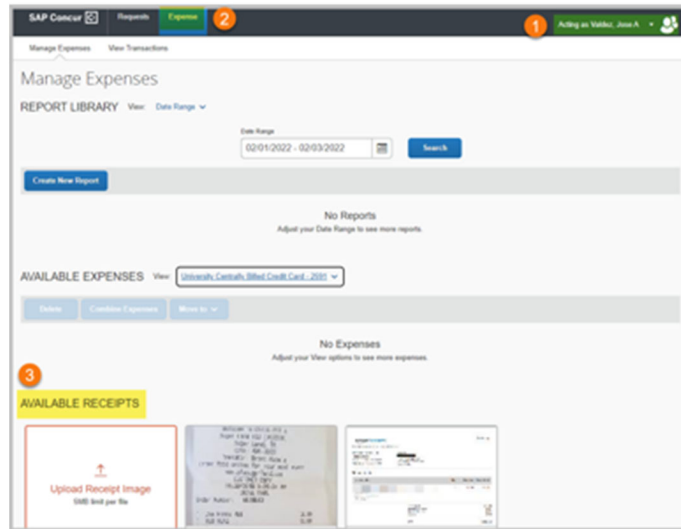
Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	University Centrally Billed Credit Card	Conference/Registration fee	HOME2 SUITES McAllen, Texas	07/06/2021	\$192.00
<input type="checkbox"/>	University Centrally Billed Credit Card	Conference/Registration fee	KOKOS UPTOWN CAFE McAllen, Texas	12/09/2021	\$122.23
<input type="checkbox"/>	University Centrally Billed Credit Card	Conference/Registration fee	PURCH TRAIN CERT CC	12/21/2021	\$50.00



1. Once you have selected the credit card holder's profile
2. Click the "Expense Tab"
3. Scroll to the "Available Expenses" section

All expenses listed as "Available Expenses" are transactions that have not been added to an Expense Report (Travel or Credit Card)

### Review Available Receipts

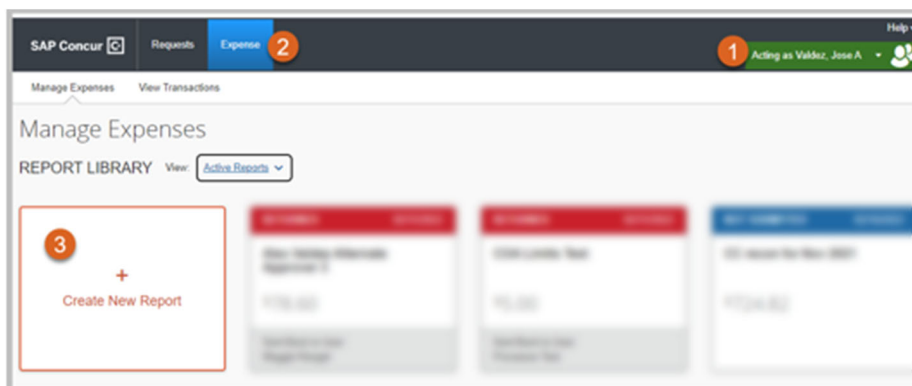


"Available Receipts" section displays all receipts added by the card holder through the iTravel+ mobile App or also added directly to their profile through the "Upload Receipt Image" option.

1. Once you have selected the credit card holder's profile
2. Click the "Expense Tab"
3. Scroll to the "Available Receipts" section

Receipts listed are available to be added to Expense Reports (Travel or Credit Card)

### Create a new expense report



1. Once you have selected the credit card holder's profile
2. Click the "Expense Tab"
3. Select the "+Create New Report" tile

## Complete the Expense Report Header

1. From the “Policy” drop down menu, select the “Credit Card Reconciliation” option
2. Complete required fields
  - Report Name
  - Business Purpose
  - Benefit to University
  - Speedtype
  - Alcohol Purchase
  - Justification
3. Click “Create Report”

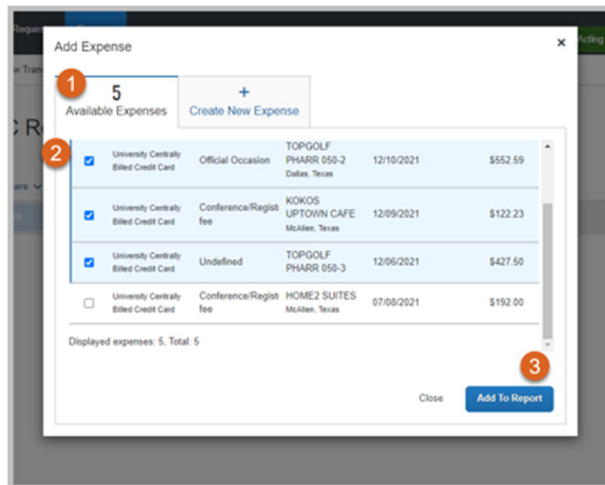
### Note:

- The Speedtype, Business Purpose and Benefit to University selections will default to the line item expenses but user may still modify at the line level with different values than those indicated at the header
- Use the “Comment” field to include additional information for reconciliation purposes that will be available to the approvers

## Add Credit Card Transactions

Click the “Add Expense” option

## Select Credit Card Transaction



1. Select the "Available Expenses" tab
2. Select the non-travel related expenses
3. Click the "Add To Report" option

Dec 2021 CC Reconciliation \$1,102.32

Not Submitted

Report Details | Print/Share | Manage Receipts

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		University Centrally Billed Credit Card	Official Occasion	TOPGOLF PHARR 050-2 Dallas, Texas	12/10/2021	\$552.59
<input type="checkbox"/>		University Centrally Billed Credit Card	Conference/Registration fee	KOKOS UPTOWN CAFE McAllen, Texas	12/09/2021	\$122.23
<input type="checkbox"/>		University Centrally Billed Credit Card	Undefined	TOPGOLF PHARR 050-3 Dallas, Texas	12/06/2021	\$427.50
						\$1,102.32

## View Added Transaction Lines

1. Note that the selected expenses are now listed as line items on the expense report
2. Click the first expense listed

## Complete Required Information

The screenshot shows the 'Official Occasion' expense form with the following fields and callouts:

- 1: Expense Type dropdown menu
- 2: Business Purpose dropdown menu and Benefit to University dropdown menu
- 3: Justification text input field
- 4: Comments text input field
- 5: Attach Receipt Image button
- 6: Allocate button
- 7: Attendees list button

1. Select / verify the "Expense Type"
2. Update Business Purpose and Benefit to University (if different than the one indicated at the header)
3. Enter the expense justification
4. Add additional information at the "Comments" section
5. Attach itemized receipt for the expense
6. Allocate the expense (if different than the Speedtype indicated at the header)
7. If Expense Type is "Official Occasion" attendees list is required (this replaces the Substantiation Form)

A close-up of the 'Attach Receipt Image' button, which is a blue square with a white document icon and the text 'Attach Receipt Image'.

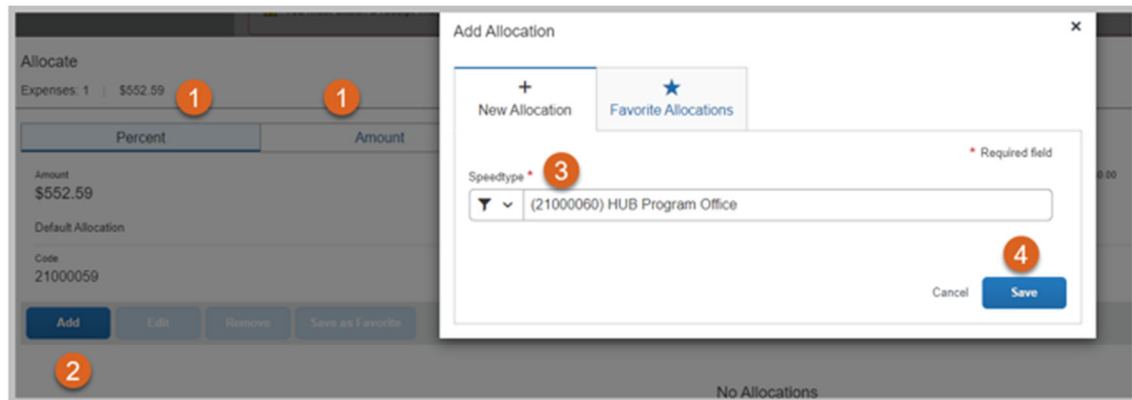
The screenshot shows the receipt upload interface with two options:

- A: Select a receipt previously uploaded by the credit card holder
- B: Upload Receipt Image (5MB limit per file)

## Add Itemized Receipts

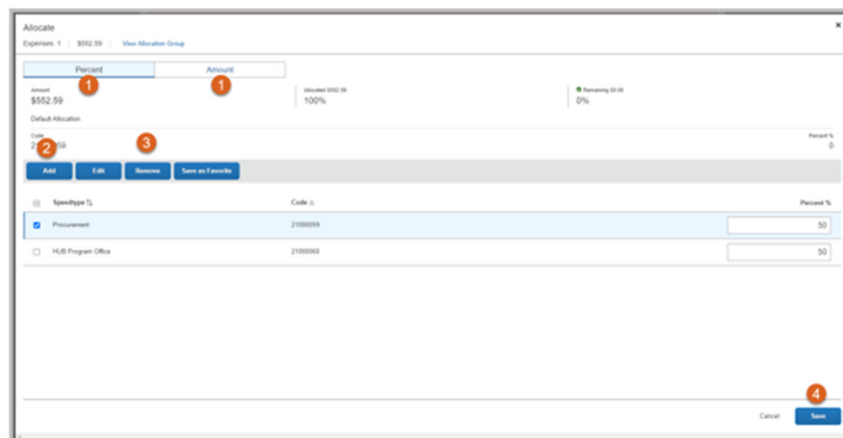
1. Click the "Attach Receipt Image" option
  - A. Select a receipt previously uploaded by the credit card holder **OR**
  - B. Click the "Upload Receipt Image" option

## Allocate Expenses



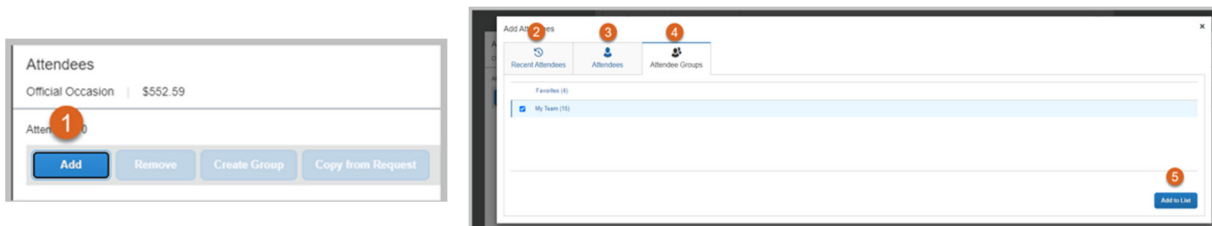
Once you click on the “Allocate” link; you may add a different Speedtype than the one indicated at the header

1. You may do it by percent or specific Amount
2. Click “Add”



1. Indicate the “Amount” or “Percent” for each Speedchart
2. Another allocation (Speedchart) may be entered
3. Once selected, allocations may be Edited, Removed or Saved as Favorite
4. Click “Save”

## Add Attendees for Official Occasions Type

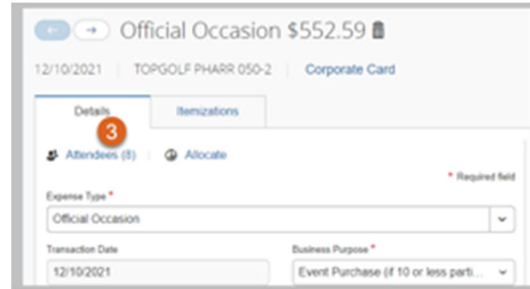
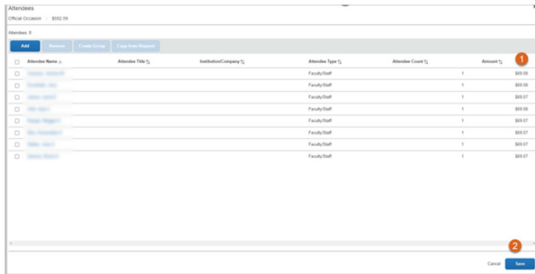


Click the “Attendees” link

1. Click “Add”

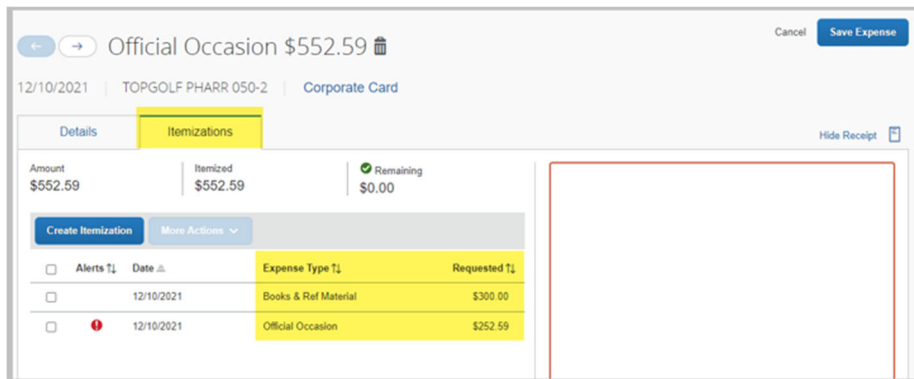
2. Use “Recent Attendees” list or
3. Search for “Attendees” or
4. Add an “Attendee Group”
5. Once you have selected the attendees, Click “Add to List”

### Add Attendees



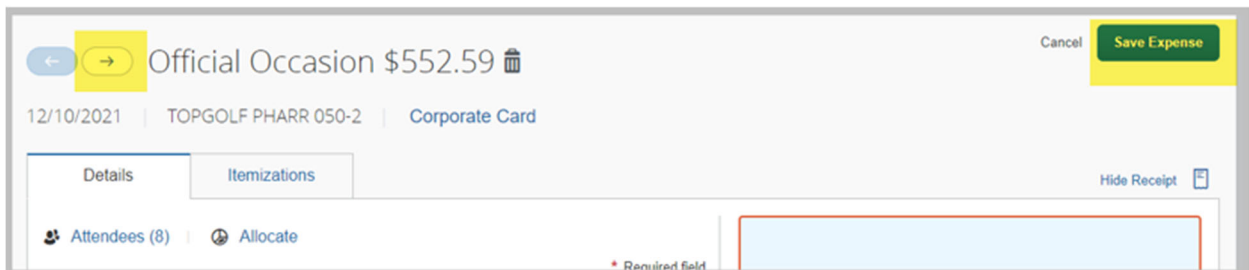
1. Note that the expense total will be divided into the number of attendees
2. Click “Save” to add attendees to the expense line
3. Note that the number of attendees is listed at the line item

### Create Expense Itemizations



Use the “Itemizations” tab to split expense type by amount

### Save Expense Line Changes



Move to the next expense to complete the following credit card transaction and enter:

- Required information
- Allocate Expense
- Add Attendees
- Add Itemizations

When you reach the last expense click “Save Expense”

## Add Attachments at the Expense Report Header



Documents may also be attached at the header level:

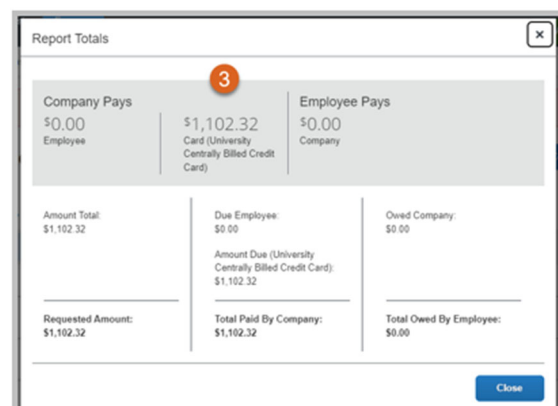
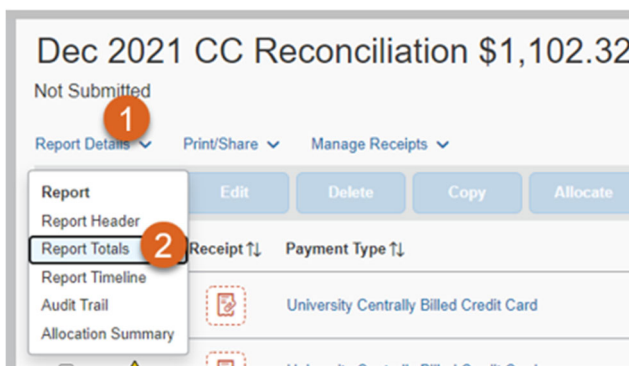
1. Click the “Manage Receipts” drop down menu
2. Select “Manage Attachments”
3. Browse for the file

## View, Add and Delete Attachments at the Expense Report Header



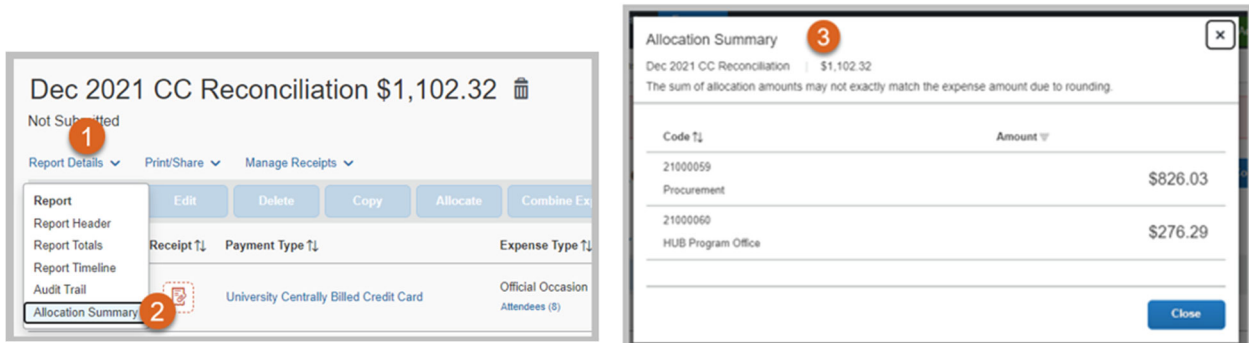
1. Click the “Manage Receipts” drop down menu
2. Select “Manage Attachments”
3. Delete attachment
4. Add more to the Attachment
5. Zoom in and zoom out on the document

## View Report Totals



1. Click “Report Details” drop down menu

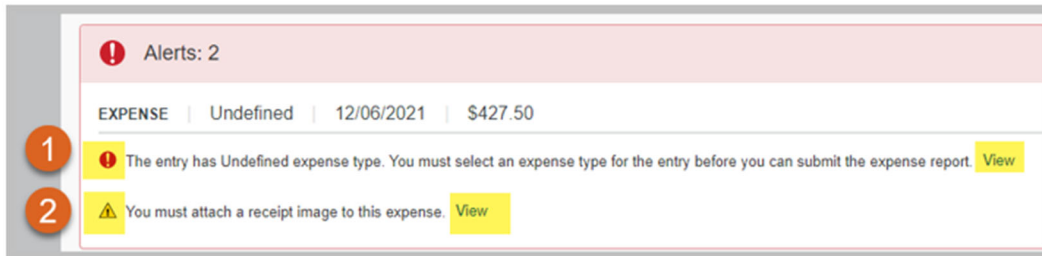
2. Select "Report Totals"
3. Report Totals is displayed



View Report Timeline

1. Click "Report Details" drop down menu
2. Select "Allocation Summary"
3. View "Allocation Summary"

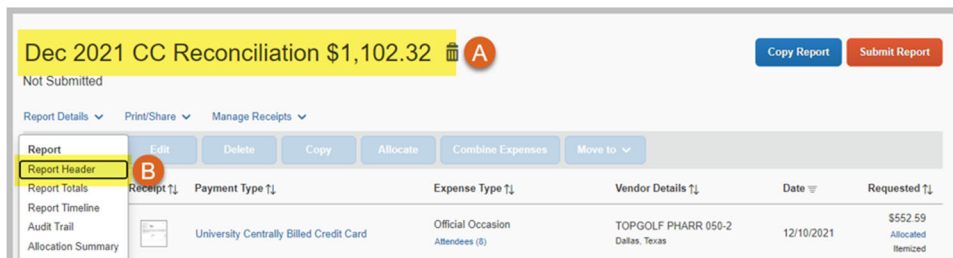
Review Report Alerts



1. Error messages must be reviewed and completed prior to submitting the report – marked as
  - An action must be taken in order to submit the report
2. Warning messages will not prevent for the report to be submitted – marked as



View/Edit the Report Header

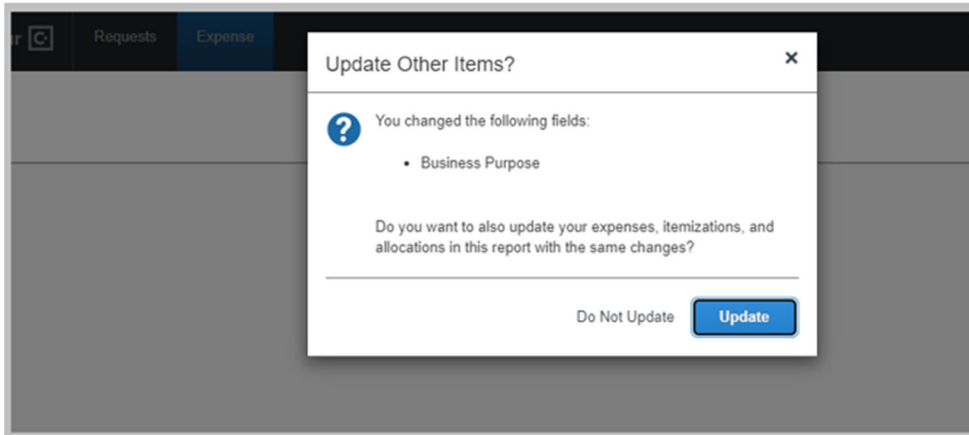


To view / edit the Report Header:

- A. Click on the report name **OR**
- B. Click the "Report Details" drop down menu and select "Report Header"

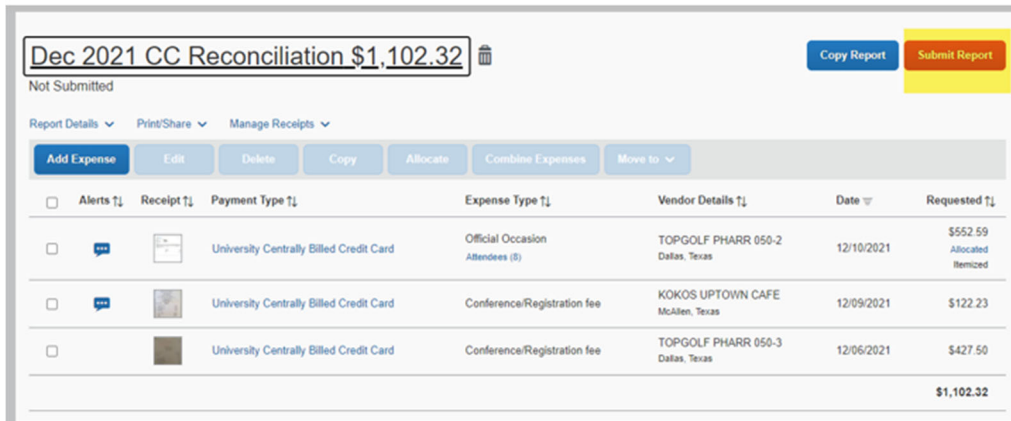


## Copy Over Changes on Report Header



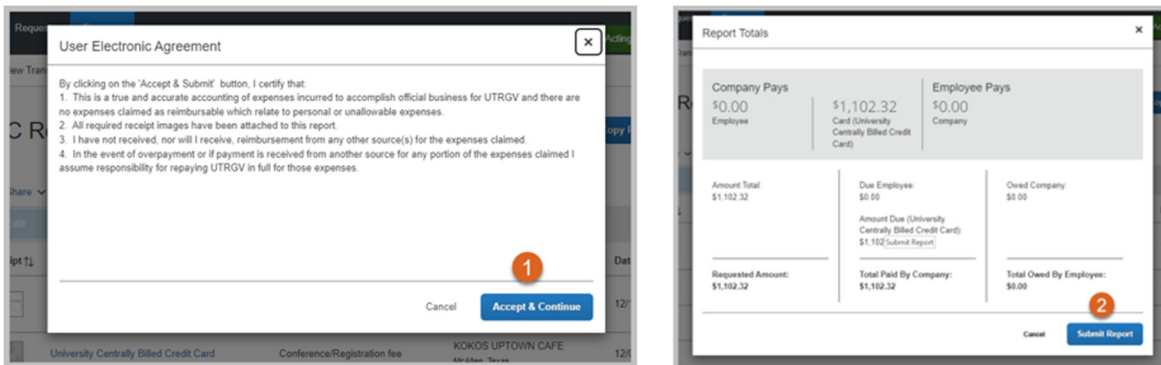
When a change is made at the header level, apply changes to the lines by selecting "Update"

## Submit Report



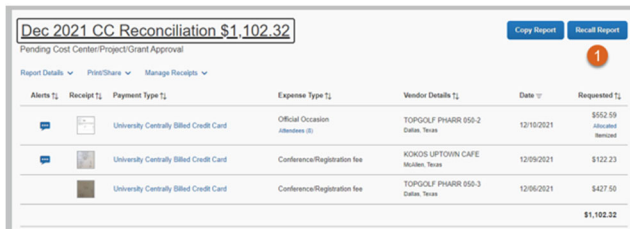
Click "Submit Report"

## Submit Report- Confirmation and Acknowledgement



1. Read, Accept & Continue the User Electronic Agreement
2. Submit Report on Report Totals screen

## Recall Report Changes



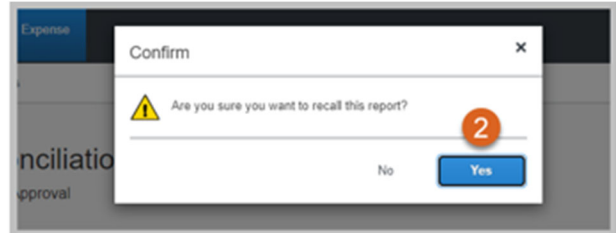
Dec 2021 CC Reconciliation \$1,102.32

Pending Cost Center/Project/Grant/Approval

Copy Report Recall Report

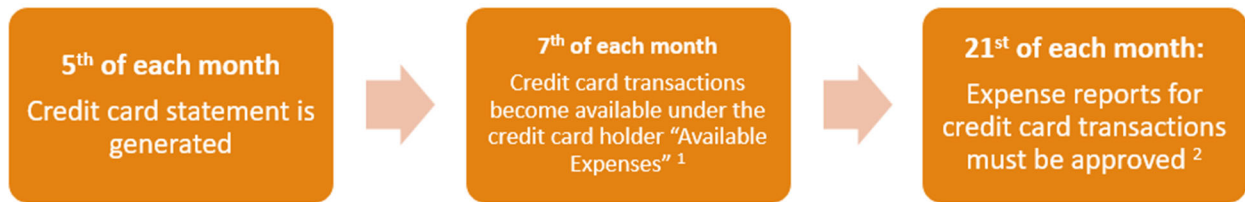
1

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		University Centrally Billed Credit Card	Official Occasion Attendance @	TOPGOLF PHARR 050-2 Dallas, Texas	12/10/2021	\$552.50 Allocated Reimbursed
		University Centrally Billed Credit Card	Conference/Registration fee	KOKOS UPTOWN CAFE Midland, Texas	12/09/2021	\$122.23
		University Centrally Billed Credit Card	Conference/Registration fee	TOPGOLF PHARR 050-3 Dallas, Texas	12/06/2021	\$427.50
						\$1,102.22



1. Open the Expense Report and click “Recall Report”
2. Click “Yes” to recall report

## 15. Credit Card Reconciliation Timeline



<sup>1</sup> Initial email is sent to the credit card holder advising the credit card transactions are available to be expensed

<sup>2</sup> This includes approvals from Cost Center Manager, Grants, Special Approvers (IT, Procurement Office, Etc.)

Note: Additional email reminders are sent on the following dates to users that have not completed their reconciliations:

11<sup>th</sup> of the month Reminder that reconciliation is due on the 21<sup>st</sup> of the month

21<sup>st</sup> of the month Reminder that reconciliation is due same day

25<sup>th</sup> of the month Reminder that reconciliation is past due, and escalation will take place

30<sup>th</sup> of the month Reminder that reconciliation is past due, and card may be suspended

## 16. Glossary

**Expense Delegate:** Allows an employee to act on behalf of another user on preparing, print, view, edit and submit expense reports, this includes Travel, Business Expense Reimbursements and Credit Card Reconciliation.

**Request Delegate:** Allows an employee to act on behalf of another user on preparing, submitng and viewing receipts for Travel Requests.

## 17. Contact information

Who should I contact?

- iTravel+ Access and Profile set up
  - Employee Travel Services Office
  - Guest Vendor Set up Office
  
- Booking Reservations Travel Services Office and Corporate Travel Planners
  
- Travel Requests Travel Services Office
  
- Business Expense Reimbursements Accounts Payable Department
  
- Travel Expense Reports
  - Reimbursable expenses Accounts Payable Department
  - University paid / Card Holder ProCard Office
  
- Credit Card Reconciliation ProCard Office

Travel Services  
[travel@utrgv.edu](mailto:travel@utrgv.edu)  
956-665-2168 / 956-882-3822

Accounts Payable Department  
[accountspayable@utrgv.edu](mailto:accountspayable@utrgv.edu)  
956-665-2700

ProCard Office  
[procard@utrgv.edu](mailto:procard@utrgv.edu)  
956-665-2168 / 956-882-3822

Vendor Set-up  
[vendorrequest@utrgv.edu](mailto:vendorrequest@utrgv.edu)  
956-665-2161