

iTravel+ Credit Card Reconciliation

UTRGV PROCARD OFFICE



Training Learning Objectives



1. Review Purpose of Expense
2. Credit Card Reconciliation overview
3. How to review the Citibank credit card transactions
4. How to review the available receipts
5. Create a New Expense Report
 - Report Header
 - Add Transactions
 - Allocations/Attendees/Itemizations
6. Reconciliation timeline

Purpose of Expense

1. Travel Expense
2. PCard Expenses
3. Business Expense Reimbursement (BER)

Travel Expenses

- Airfare
- Car Rental
- Hotel
- Parking
- Travel meals (for the traveler) – not allowed on credit card
- Incidentals (luggage, Wi-Fi)
- Entertainment expense during the trip
- Conference Registration
- Supply expenses during the trip



Pcard Expenses

- Non-Travel related Business Expenses
- Office-Supplies not available through iShop suppliers
- Printing Services
- Research Supplies not available through iShop suppliers
- Event catering
- Books and reference material not available through iShop suppliers

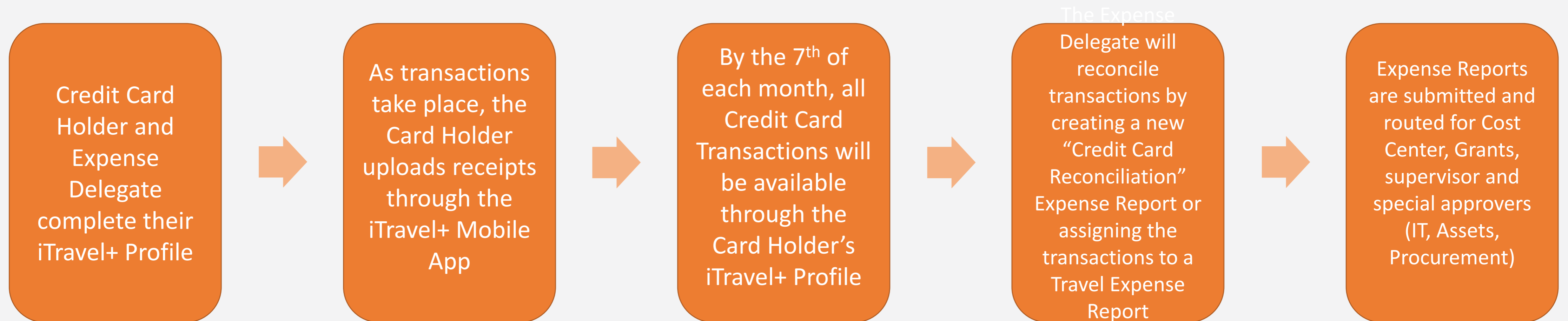
Non-Assets/Non-Software purchases (unless previously approved)



BER Expenses

- All Non-Travel related expenses paid out-of-pocket
- Transactions paid by Non-One card holders
- To vendors that are not available through iShop

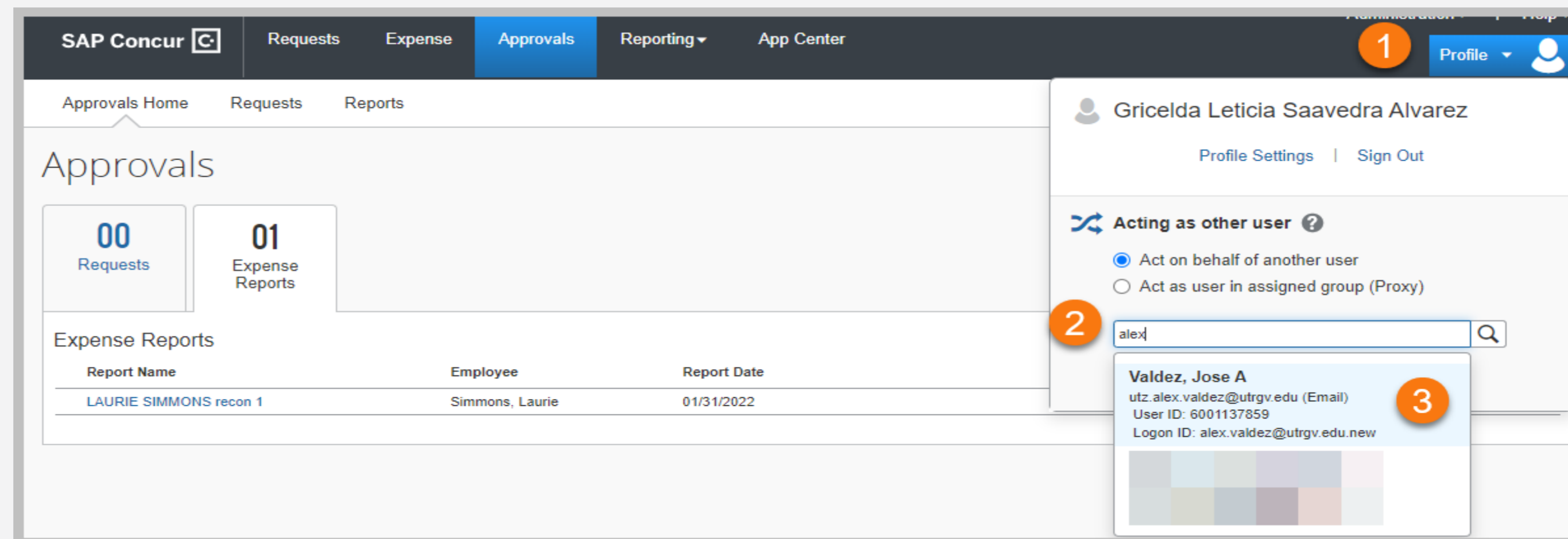
Credit Card Reconciliation Process Overview



* 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

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)

The screenshot displays the SAP Concur Expense Management interface. At the top, there are navigation tabs for 'Requests' and 'Expense', with the 'Expense' tab selected and marked with a '2'. The user is logged in as 'Valdez, Jose A' (marked with a '1'). The main content area shows the 'Manage Expenses' section with a 'REPORT LIBRARY' and a 'Date Range' filter set to '02/01/2022 - 02/03/2022'. A 'Search' button is present. Below this, there is a 'Create New Report' button and a message stating 'No Reports' with the instruction 'Adjust your Date Range to see more reports.' The 'AVAILABLE EXPENSES' section is highlighted with a '3' and shows a table of transactions. The table has columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. Three transactions are listed, all from 'University Centrally Billed Credit Card'.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	University Centrally Billed Credit Card	Conference/Registration fee	HOME2 SUITES McAllen, Texas	07/08/2021	\$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

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.

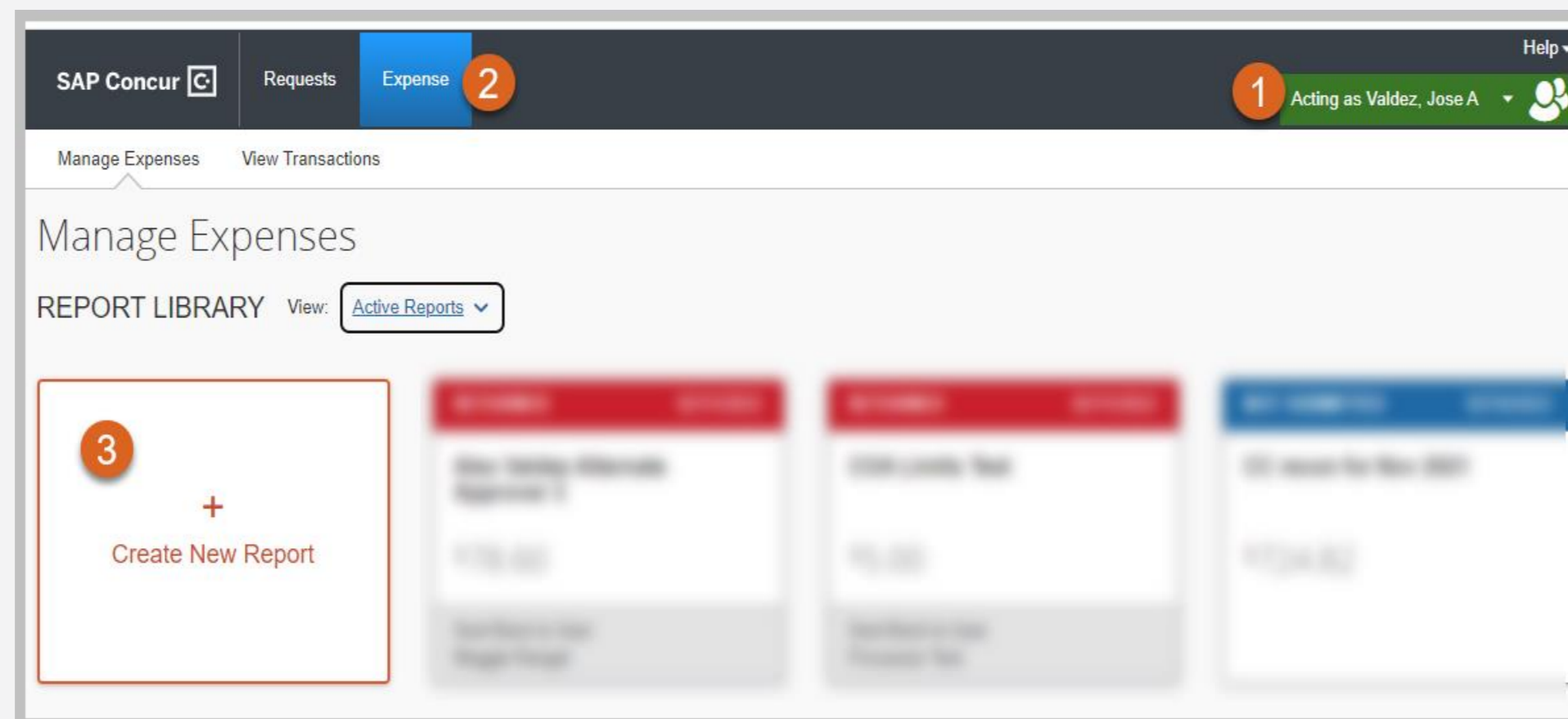
1. Once you have selected the credit card holder’s profile
2. Click the “Expense Tab”
3. Scroll to the “Available Receipts” section

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

The screenshot displays the SAP Concur Expense management interface. At the top, there are navigation tabs for 'SAP Concur', 'Requests', 'Expense', and '2'. The user is logged in as 'Acting as Valdez, Jose A'. The main section is 'Manage Expenses' with a 'REPORT LIBRARY' and a 'Date Range' filter set to '02/01/2022 - 02/03/2022'. Below this, there is a 'Create New Report' button and a 'No Reports' message. The 'AVAILABLE EXPENSES' section is highlighted in yellow and shows a dropdown menu for 'University Centrally Billed Credit Card - 2591'. Below this, there are buttons for 'Delete', 'Combine Expenses', and 'Move to'. The 'AVAILABLE RECEIPTS' section contains three items: 'Upload Receipt Image' (5MB limit per file), a receipt from 'Brent's Auto', and a receipt from 'Applebee's'.

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:

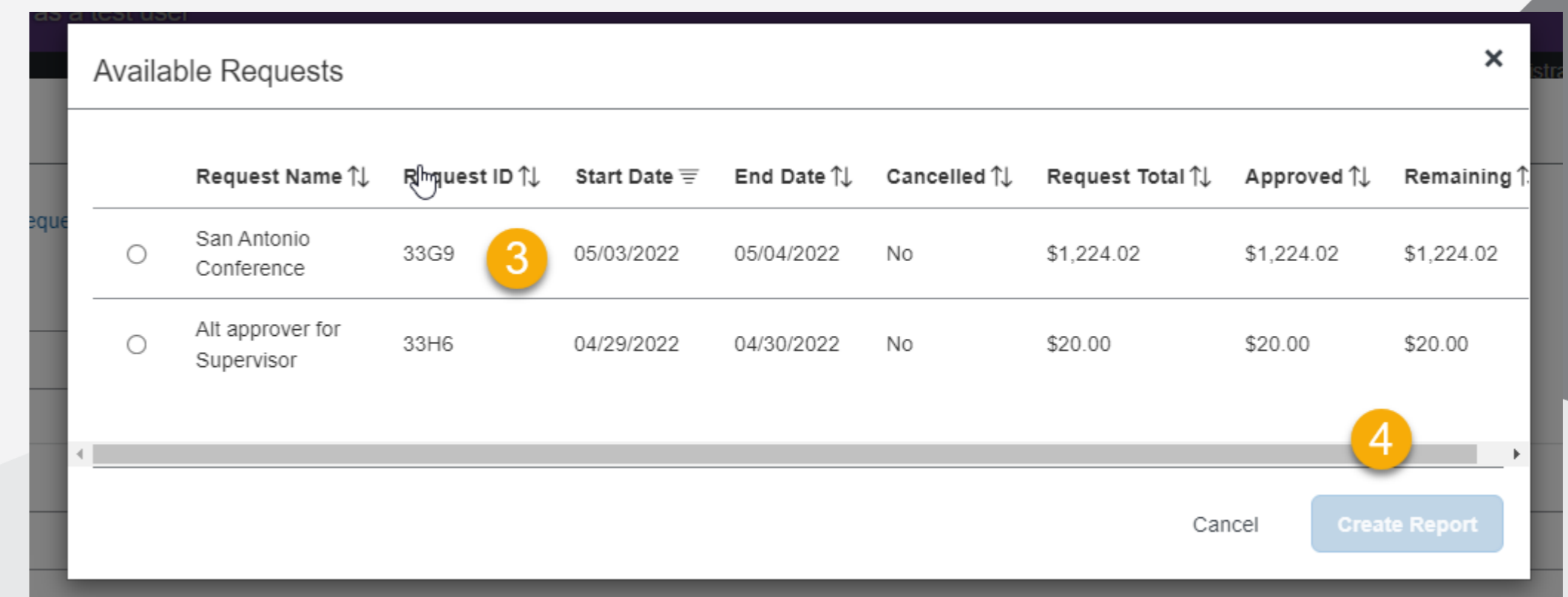
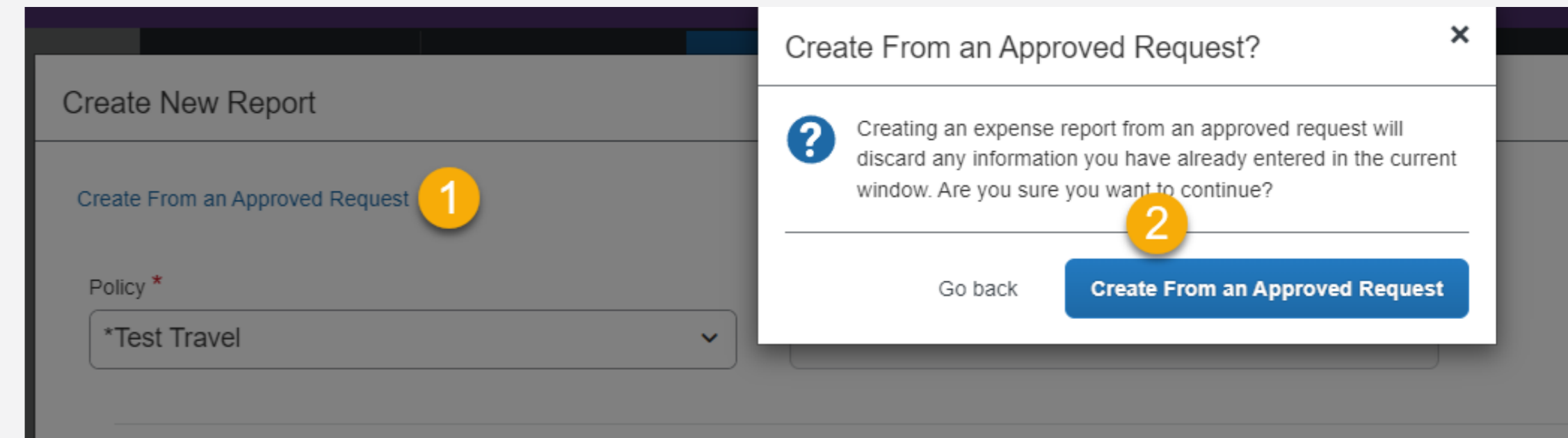
- The Speedtype, Business Purpose and Benefit to University selections will default to the line item expenses but user may still modify at the line level with different values than those indicated at the header
- Use the “Comment” field to include additional information for reconciliation purposes that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

The screenshot shows the 'Create New Report' form in the iTravel+ system. The form is titled 'Create New Report' and has a close button (X) in the top right corner. Below the title, there is a sub-header 'Create From an Approved Request' and a 'Required field' indicator. The form contains several fields: 'Policy *' (a dropdown menu with 'Credit Card Reconciliation' selected, marked with a red circle '1'), 'Report Total' (a text input field), 'Report Name *' (a text input field with 'Dec 2021 CC Reconciliation' entered, marked with a red circle '2'), 'Business Purpose *' (a dropdown menu with 'Event Purchase (if 10 or less participants, select attendees)' selected), 'Benefit to University *' (a dropdown menu with '5-To support mission of University department/program/research' selected), 'Speedtype *' (a dropdown menu with '(21000059) Procurement' selected), 'Alcohol Beverage purchases (as part of the business expense meal *)' (a dropdown menu with 'No' selected), and 'Justification' (a text input field with 'Dec 2021 CC Reconciliation for Mr. Alex Valdez' entered). Below these fields is a 'Comment' text area. At the bottom right, there are 'Cancel' and 'Create Report' buttons, with the 'Create Report' button marked with a red circle '3'.

Create a new report for Travel Related expenses

After creating a new report:

1. select the “Create from an Approved Request” option
2. Click “Create from an approved Request
3. Select the Request where the expense(s) belongs to
4. Click “Create Report”



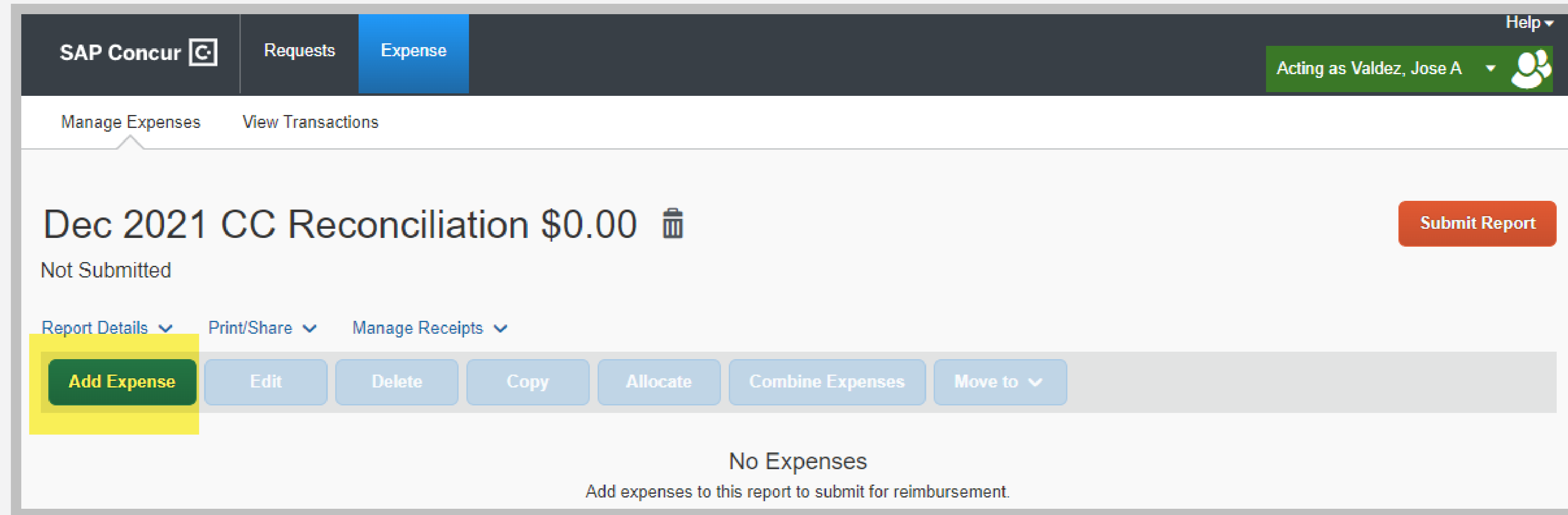
Create a new report for Travel Related expenses

1. Note that the Request amount will display
2. Now expenses can be added for those transactions that are travel related for the selected trip

The screenshot displays the iTravel+ interface for managing expenses. At the top, there are navigation tabs: "Manage Expenses" (selected), "View Transactions", and "Process Reports". Below the tabs is a red alert banner with an exclamation mark icon and the text "Alerts: 1". The main content area shows a report titled "San Antonio Conference \$0.00" with a trash icon to its right. Below the title, it says "Not Submitted". There are four dropdown menus: "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". A white box contains the text "REQUEST Approved \$1,224.02" with a yellow circle containing the number "1" next to it. At the bottom, there is a row of buttons: "Add Expense" (highlighted with a yellow circle containing the number "2"), "Edit", "Delete", "Copy", "Allocate", and "Combine Expenses".

Add Credit Card Transactions

Click the “Add Expense” option



The screenshot displays the SAP Concur Expense report interface. At the top, there is a navigation bar with 'SAP Concur' and 'Expense' tabs. The main content area shows a report titled 'Dec 2021 CC Reconciliation \$0.00' with a 'Submit Report' button. Below the report title, there are several action buttons: 'Add Expense' (highlighted in yellow), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The interface also shows 'Manage Expenses' and 'View Transactions' tabs, and a 'Help' dropdown menu.

Select Credit Card transaction

The screenshot shows the 'Add Expense' dialog box with the following data:


Expense ID	Description	Category	Merchant	Date	Amount
1	University Centrally Billed Credit Card	Official Occasion	TOPGOLF PHARR 050-2 Dallas, Texas	12/10/2021	\$552.59
2	University Centrally Billed Credit Card	Conference/Regist fee	KOKOS UPTOWN CAFE McAllen, Texas	12/09/2021	\$122.23
3	University Centrally Billed Credit Card	Undefined	TOPGOLF PHARR 050-3	12/06/2021	\$427.50
4	University Centrally Billed Credit Card	Conference/Regist fee	HOME2 SUITES McAllen, Texas	07/08/2021	\$192.00

Buttons: Close, Add To Report

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







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

Dec 2021 CC Reconciliation \$1,102.32  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 <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"/>			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

Complete required information

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)

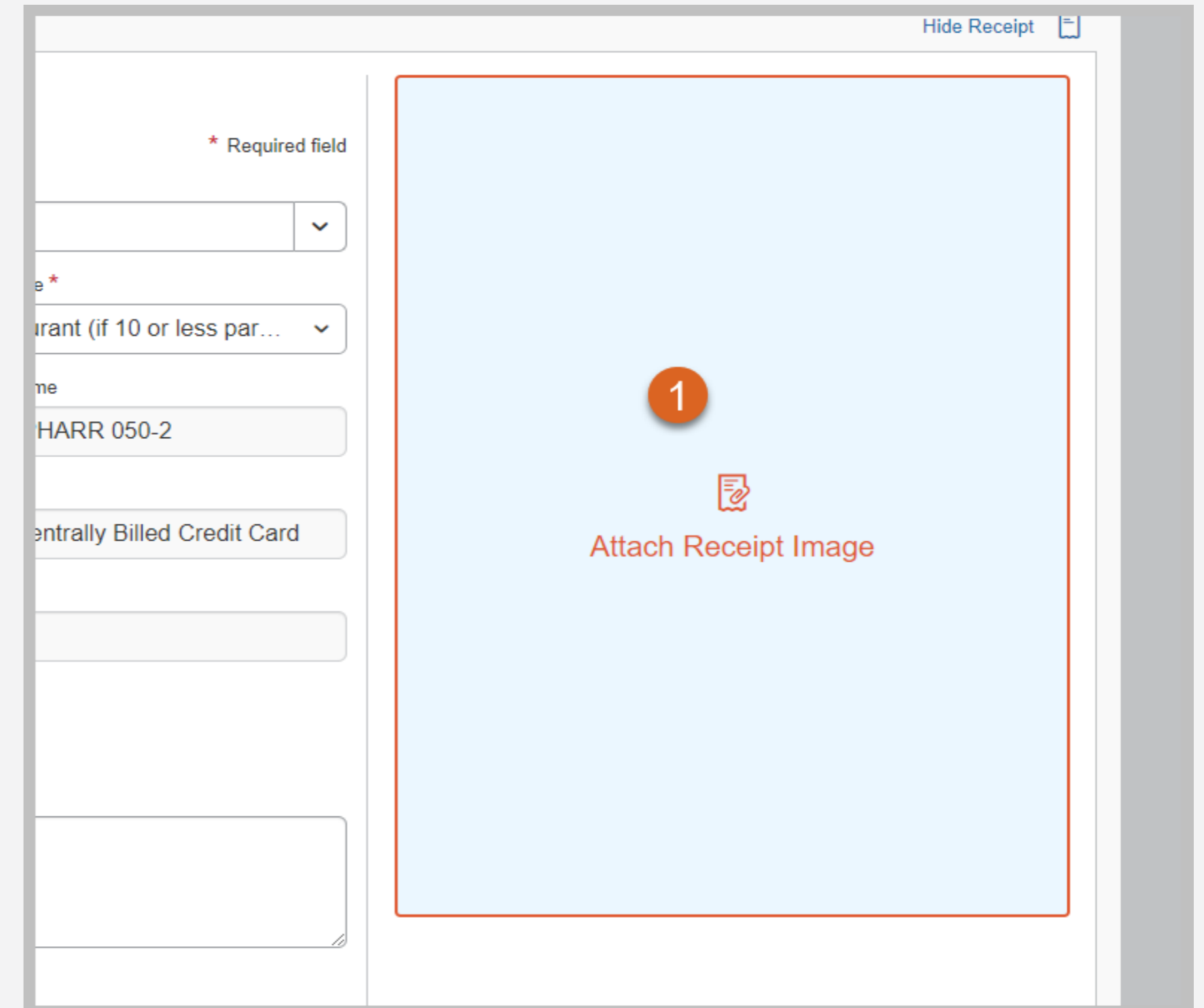
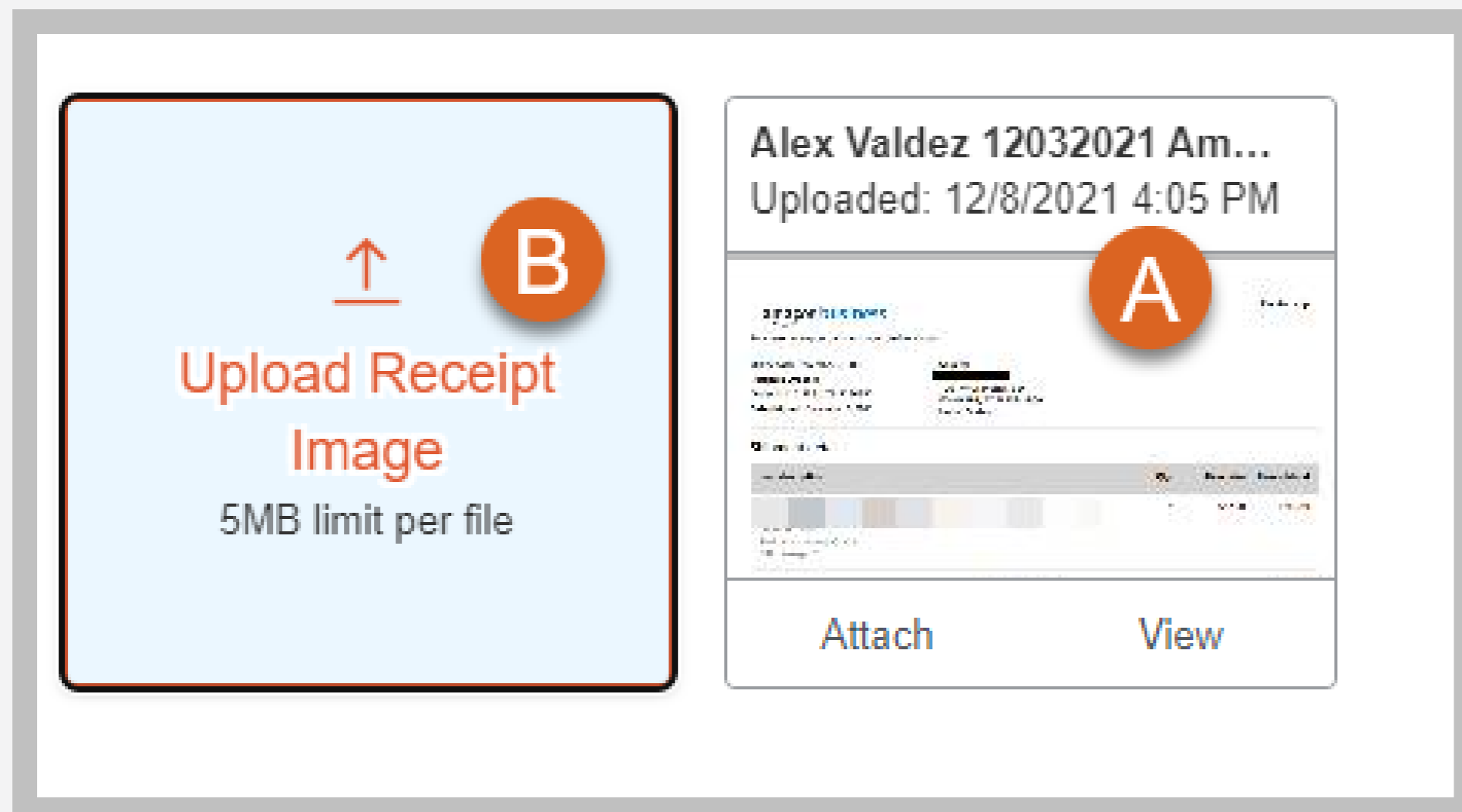
The screenshot displays the iTravel+ expense reporting interface for an "Official Occasion" expense of \$552.59. The form is titled "Official Occasion \$552.59" and includes a "Save Expense" button. The form is divided into "Details" and "Itemizations" tabs. The "Details" tab is active, showing the following fields:

- Expense Type *** (1): Official Occasion
- Transaction Date**: 12/10/2021
- Business Purpose *** (2): Event Purchase (if 10 or less parti...)
- Benefit to University *** (2): 5-To support mission of University...
- Enter Vendor Name**: TOPGOLF PHARR 050-2
- City of Purchase**: Dallas, Texas
- Payment Type**: University Centrally Billed Credit Card
- Amount**: 552.59
- Currency**: US, Dollar
- Justification** (3): [Empty text box]
- Comment** (4): [Empty text box]

A large red box highlights the "Attach Receipt Image" area (5) on the right side of the form. The interface also includes a "Cancel" button, a "Save Expense" button, and a "Hide Receipt" button.

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”
3. Find the new Speedtype
4. Click “Save”

The screenshot displays the 'Allocate' interface with an 'Add Allocation' modal window open. The modal window has a title bar with a close button (X). It contains two tabs: 'New Allocation' (selected) and 'Favorite Allocations'. Below the tabs is a 'Speedtype *' dropdown menu with a red '3' next to it, showing '(21000060) HUB Program Office'. A red asterisk indicates a required field. At the bottom right of the modal are 'Cancel' and 'Save' buttons, with a red '4' next to the 'Save' button. The background interface shows 'Expenses: 1 | \$552.59' with a red '1' next to the amount, a table with 'Percent' and 'Amount' columns, and an 'Add' button with a red '2' next to it. The text 'No Allocations' is visible at the bottom of the background interface.

Allocate Expenses

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”

The screenshot shows the 'Allocate' interface with the following details:

- Expenses: 1 | \$552.59 | View Allocation Group
- Allocation type: Percent (selected) / Amount
- Amount: \$552.59 (with a red circle '1' next to it)
- Allocated: \$552.59 (100%)
- Remaining: \$0.00 (0%)
- Default Allocation Code: 2100059 (with a red circle '2' next to it)
- Buttons: Add, Edit, Remove, Save as Favorite
- Table of allocations:

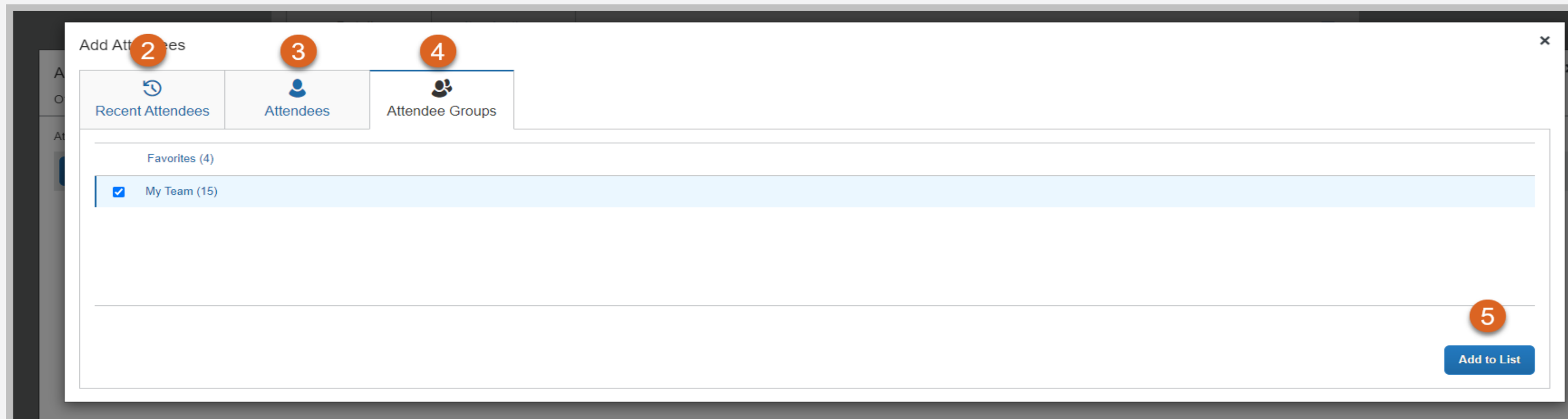
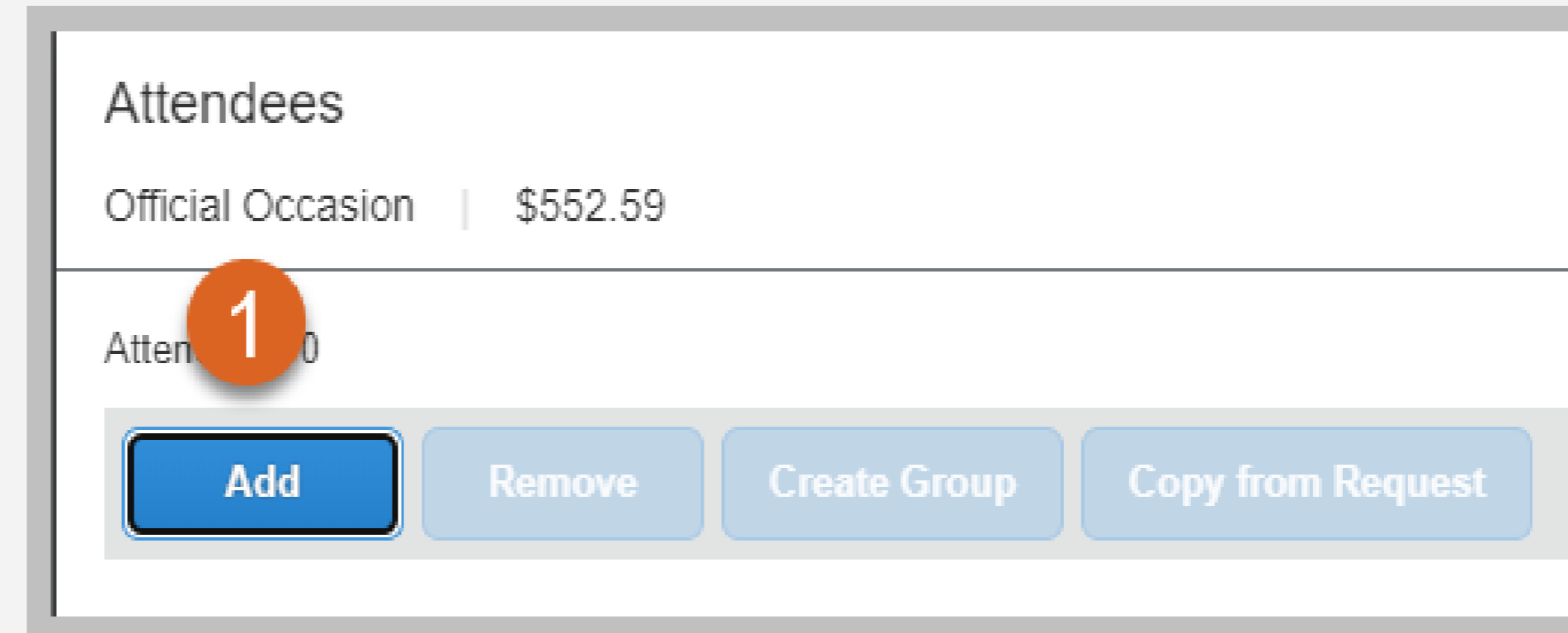
Speedtype	Code	Percent %
<input checked="" type="checkbox"/> Procurement	2100059	50
<input type="checkbox"/> HUB Program Office	2100060	50

At the bottom right, there are 'Cancel' and 'Save' buttons, with a red circle '4' next to the 'Save' button.

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

Attendees

Official Occasion | \$552.59

Attendees: 8

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

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>				Faculty/Staff	1	\$69.08
<input type="checkbox"/>				Faculty/Staff	1	\$69.08
<input type="checkbox"/>				Faculty/Staff	1	\$69.07
<input type="checkbox"/>				Faculty/Staff	1	\$69.08
<input type="checkbox"/>				Faculty/Staff	1	\$69.07
<input type="checkbox"/>				Faculty/Staff	1	\$69.07
<input type="checkbox"/>				Faculty/Staff	1	\$69.07
<input type="checkbox"/>				Faculty/Staff	1	\$69.07
<input type="checkbox"/>				Faculty/Staff	1	\$69.07

Cancel [Save](#)

← → Official Occasion \$552.59 🗑️

12/10/2021 | TOPGOLF PHARR 050-2 | [Corporate Card](#)

Details [Itemizations](#)

3 Attendees (8) | [Allocate](#)

* Required field

Expense Type *

Official Occasion

Transaction Date: 12/10/2021 Business Purpose *: Event Purchase (if 10 or less parti...)

Create expense Itemizations

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

← → Official Occasion \$552.59

12/10/2021 | TOPGOLF PHARR 050-2 | Corporate Card

Details **Itemizations** Hide Receipt

Amount: \$552.59 | Itemized: \$552.59 | Remaining: \$0.00

Create Itemization **More Actions** ▾

<input type="checkbox"/>	Alerts ↑↓	Date ≡	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>		12/10/2021	Books & Ref Material	\$300.00
<input type="checkbox"/>		12/10/2021	Official Occasion	\$252.59

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

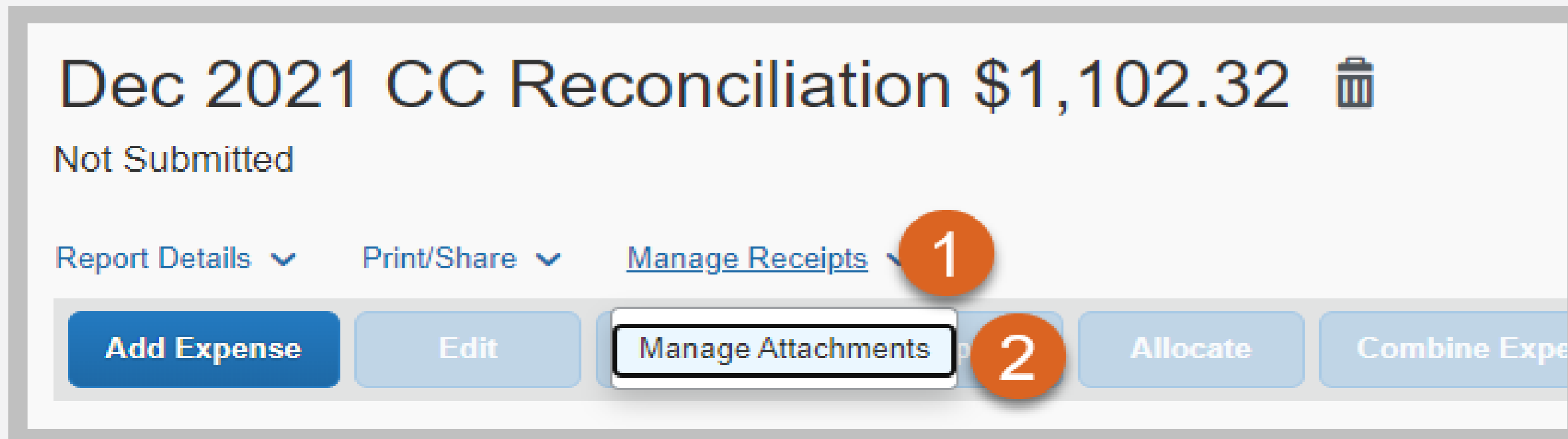
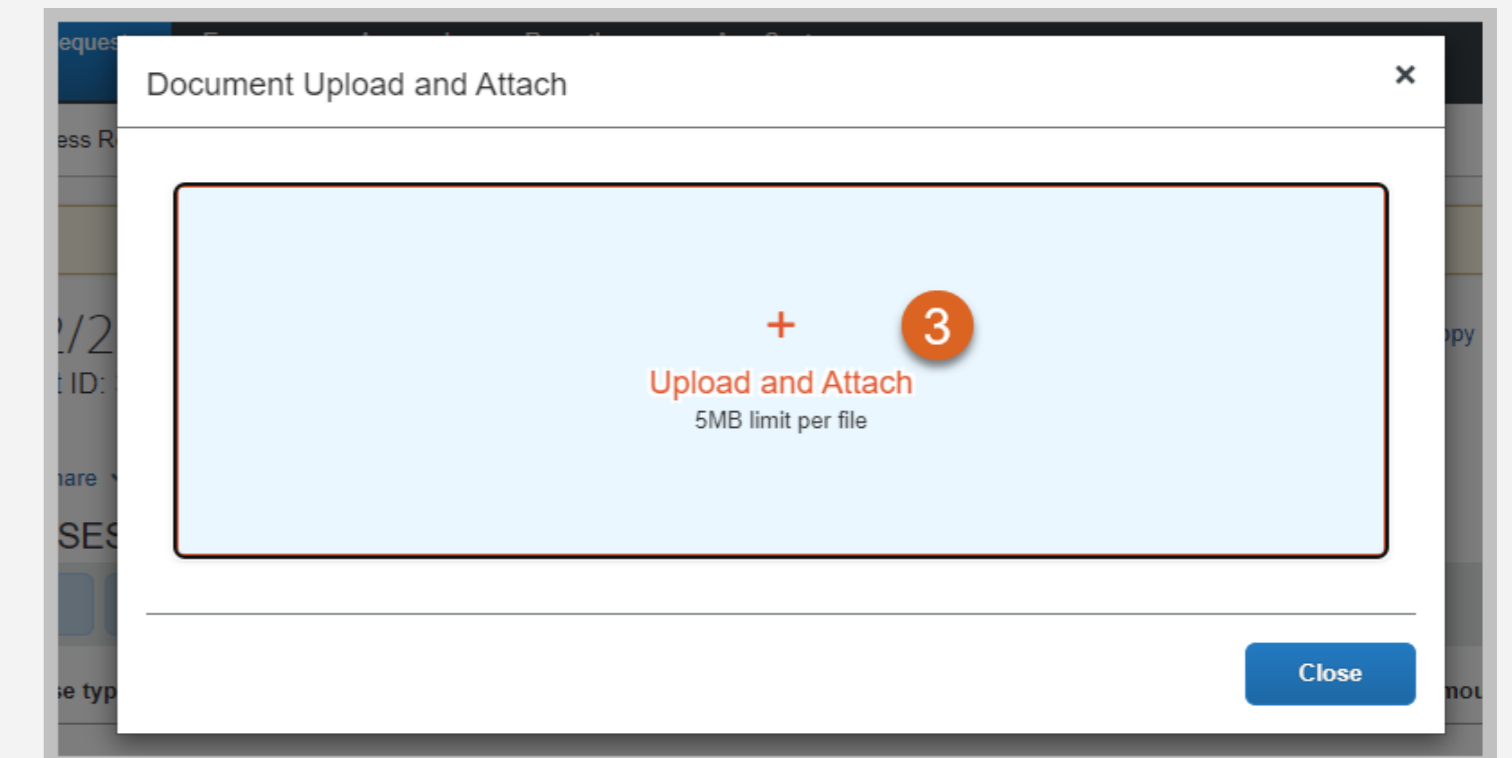
When you reach the last expense click “Save Expense”

The screenshot displays the iTravel+ interface for an expense entry. At the top, there are navigation arrows (left and right) and a yellow highlight on the right arrow. The main header shows "Official Occasion \$552.59" with a trash icon. Below this, the date "12/10/2021", the card type "TOPGOLF PHARR 050-2", and "Corporate Card" are visible. On the right side, there are "Cancel" and "Save Expense" buttons, with the latter highlighted in yellow. Below the header, there are tabs for "Details" and "Itemizations". At the bottom, there are icons for "Attendees (8)" and "Allocate". A red asterisk indicates a required field, and a light blue input box is visible at the bottom right.

Add attachments at the Expense Report header

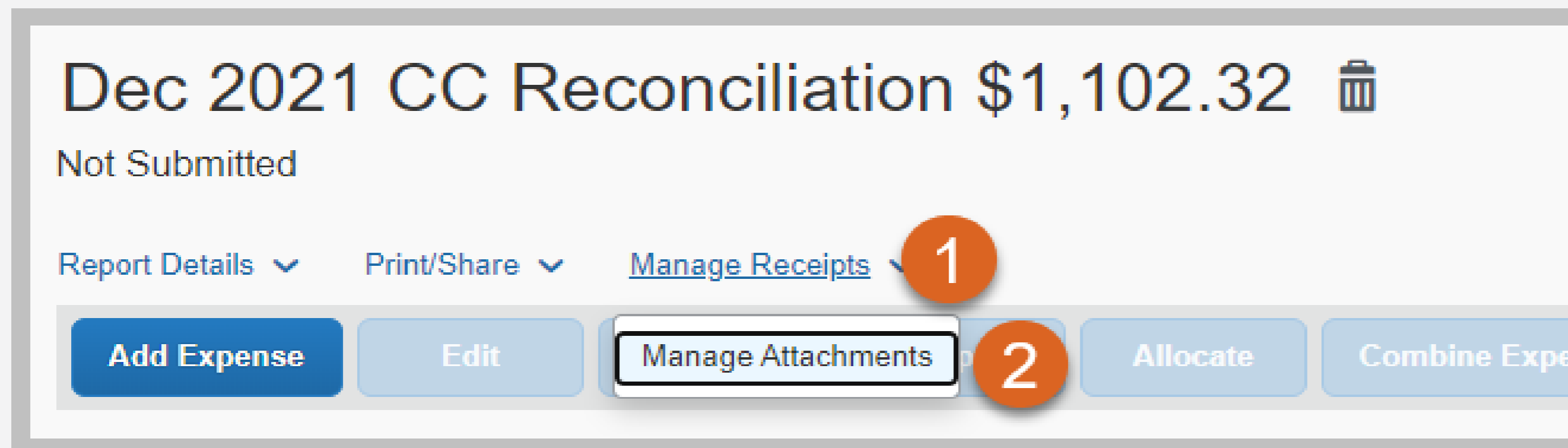
Documents may also be attached at the header level:

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

Dec 2021 CC Reconciliation \$1,102.32
Not Submitted

1

Report Details Print/Share Manage Receipts

Report Edit Delete Copy Allocate

2

Report Header
Report Totals
Report Timeline
Audit Trail
Allocation Summary

Receipt ↑↓ Payment Type ↑↓

University Centrally Billed Credit Card

Report Totals

3

Company Pays \$0.00 Employee	\$1,102.32 Card (University Centrally Billed Credit Card)	Employee Pays \$0.00 Company
------------------------------------	--	------------------------------------

Amount Total: \$1,102.32	Due Employee: \$0.00	Owed Company: \$0.00
Requested Amount: \$1,102.32	Amount Due (University Centrally Billed Credit Card): \$1,102.32	Total Paid By Company: \$1,102.32
		Total Owed By Employee: \$0.00

Close

View Report timeline

1. Click "Report Details" drop down menu
2. Select "Report Timeline"
3. Report timeline is displayed

Report Timeline
Grants approval WF | \$640.69

Approval Flow [Edit](#)

- Cost Center/Project/Grant Approval
- Fixed Assets Review
- AP Approval

Sub Test, PENI Test, REP System Appr

A yellow circle with the number 3 is overlaid on the 'Edit' button.

Grants approval WF \$640

Returned | COMMENT - Concur System: Ap

Report Details Print/Share Manage Receipts

Report

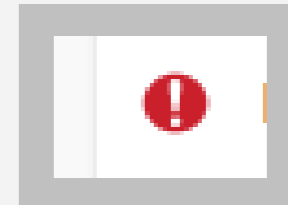
- Report Header
- Report Totals
- Report Timeline
- Payment Type

Edit Delete

A yellow circle with the number 1 is overlaid on the 'Report Details' dropdown menu, and a yellow circle with the number 2 is overlaid on the 'Report Timeline' option in the dropdown menu.

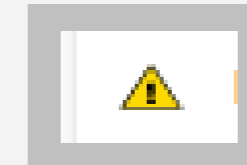
Review Report alerts


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



 Alerts: 2

EXPENSE	Undefined	12/06/2021	\$427.50
1	 The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. View		
2	 You must attach a receipt image to this expense. View		

View / Edit the Report Header

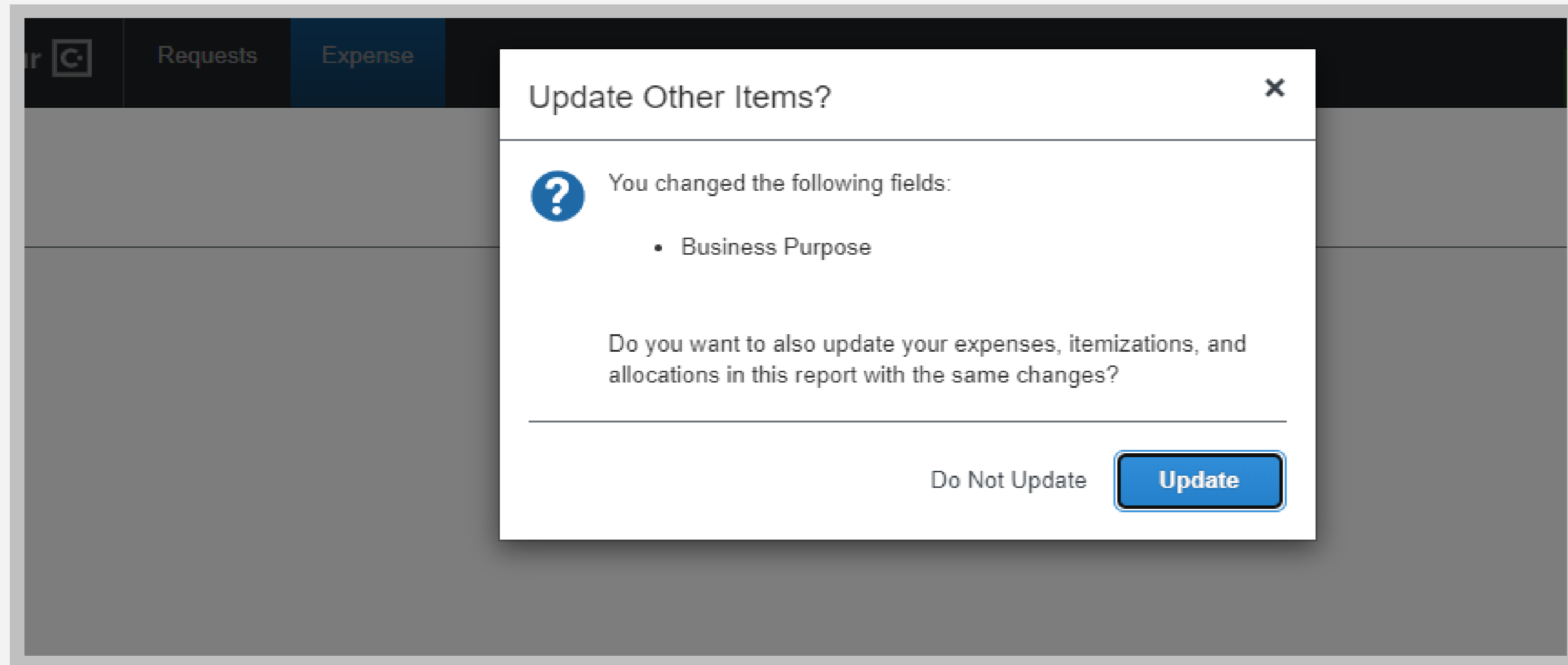
To view / edit the Report Header:

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

The screenshot displays a report header for 'Dec 2021 CC Reconciliation \$1,102.32'. A yellow highlight is placed over the report name, with a red circle 'A' next to it. To the right are 'Copy Report' and 'Submit Report' buttons. Below the header is a navigation bar with 'Report Details', 'Print/Share', and 'Manage Receipts' dropdowns. The 'Report Details' dropdown is open, showing options: 'Report' (highlighted), 'Report Header' (highlighted with a red circle 'B'), 'Report Totals', 'Report Timeline', 'Audit Trail', and 'Allocation Summary'. Below the dropdown is a row of action buttons: 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main table below has columns: 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The first row of data shows: 'University Centrally Billed Credit Card', 'Official Occasion Attendees (8)', 'TOPGOLF PHARR 050-2 Dallas, Texas', '12/10/2021', and '\$552.59 Allocated Itemized'.


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”






Dec 2021 CC Reconciliation \$1,102.32 

Not Submitted

Copy Report **Submit Report**

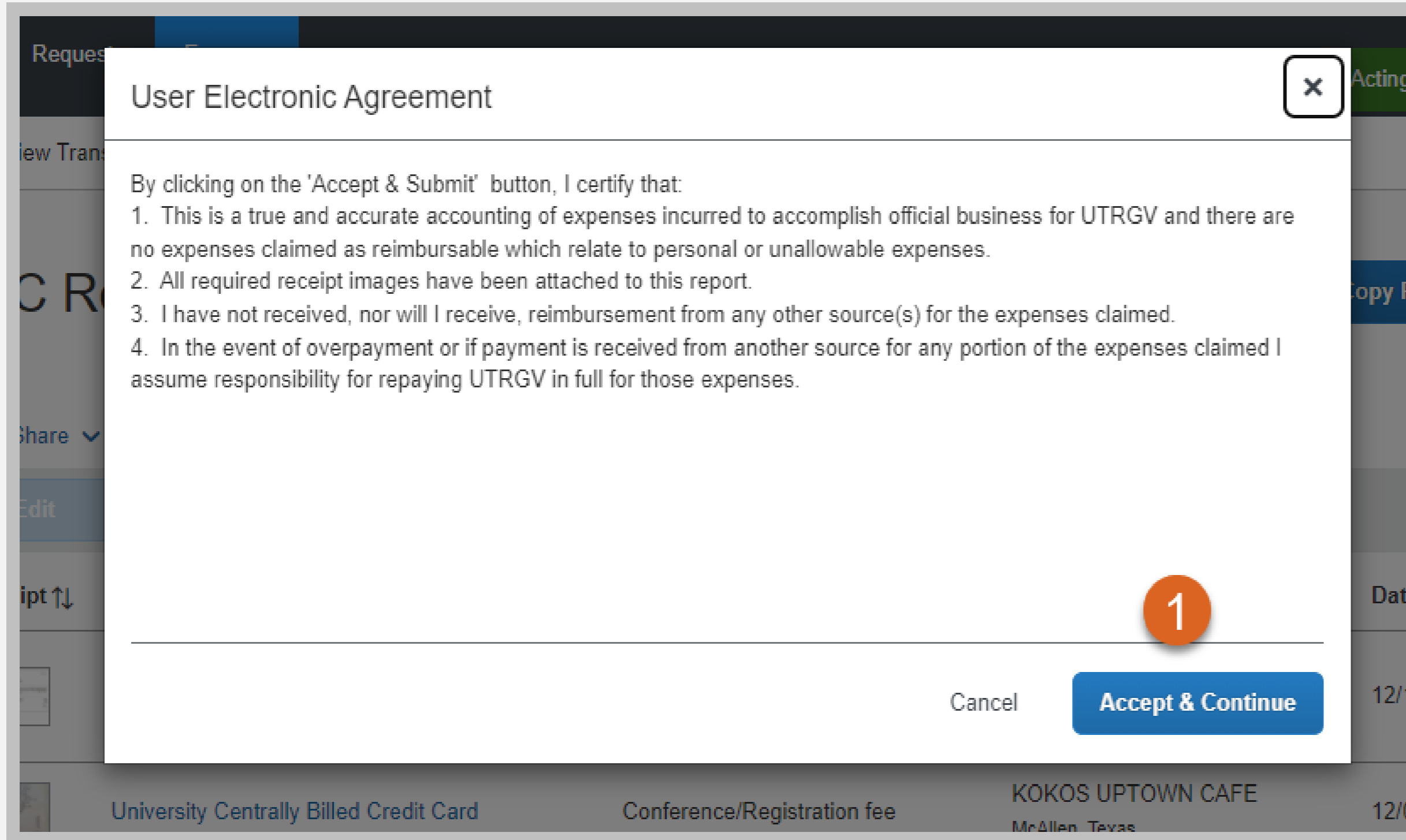
Report Details ▾ Print/Share ▾ Manage Receipts ▾

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"/>			University Centrally Billed Credit Card	Official Occasion Attendees (8)	TOPGOLF PHARR 050-2 Dallas, Texas	12/10/2021	\$552.59 Allocated Itemized
<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	TOPGOLF PHARR 050-3 Dallas, Texas	12/06/2021	\$427.50
							\$1,102.32

Submit Report– confirmation and acknowledgement

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



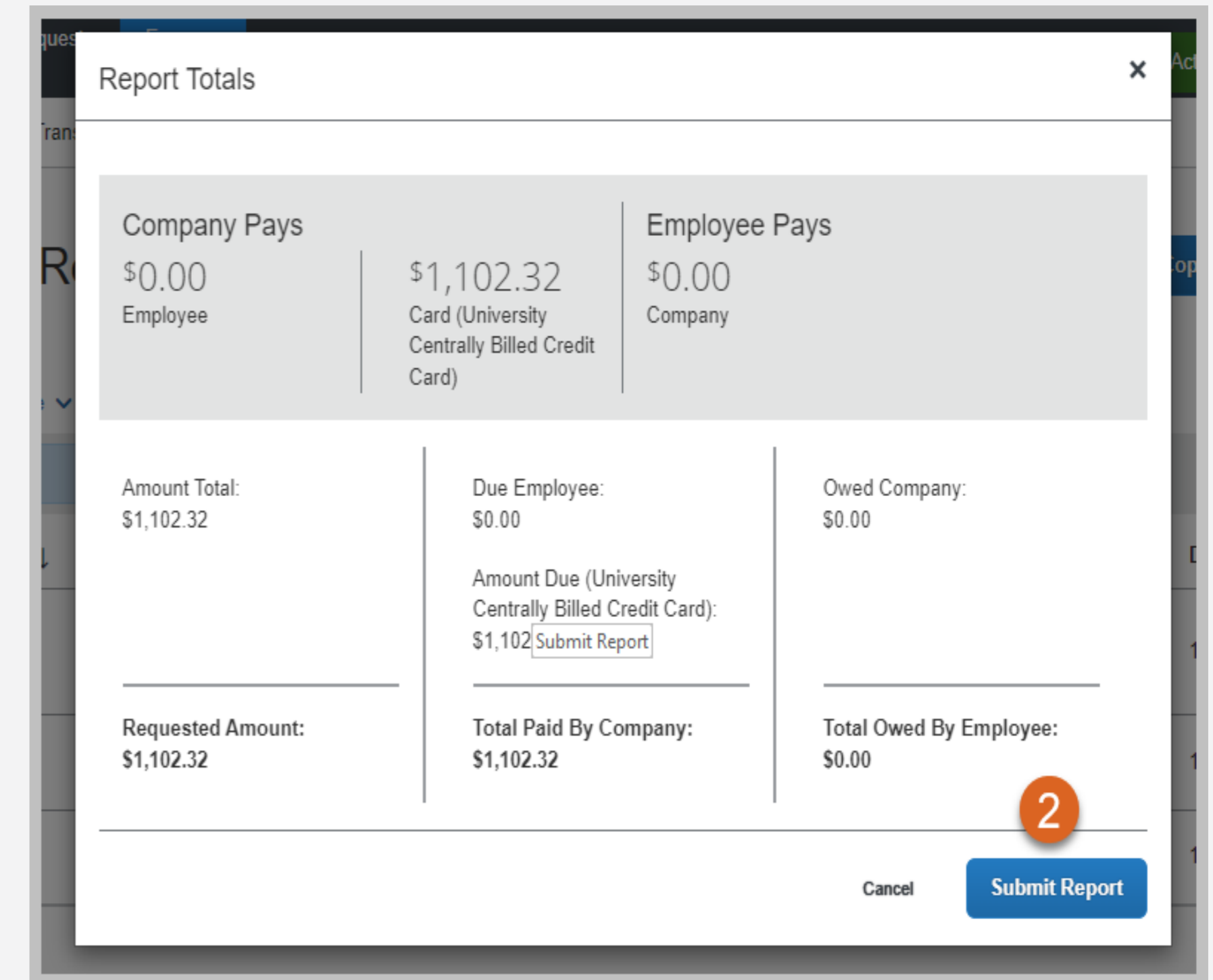
User Electronic Agreement

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**

University Centrally Billed Credit Card Conference/Registration fee KOKOS UPTOWN CAFE
McAllen, Texas



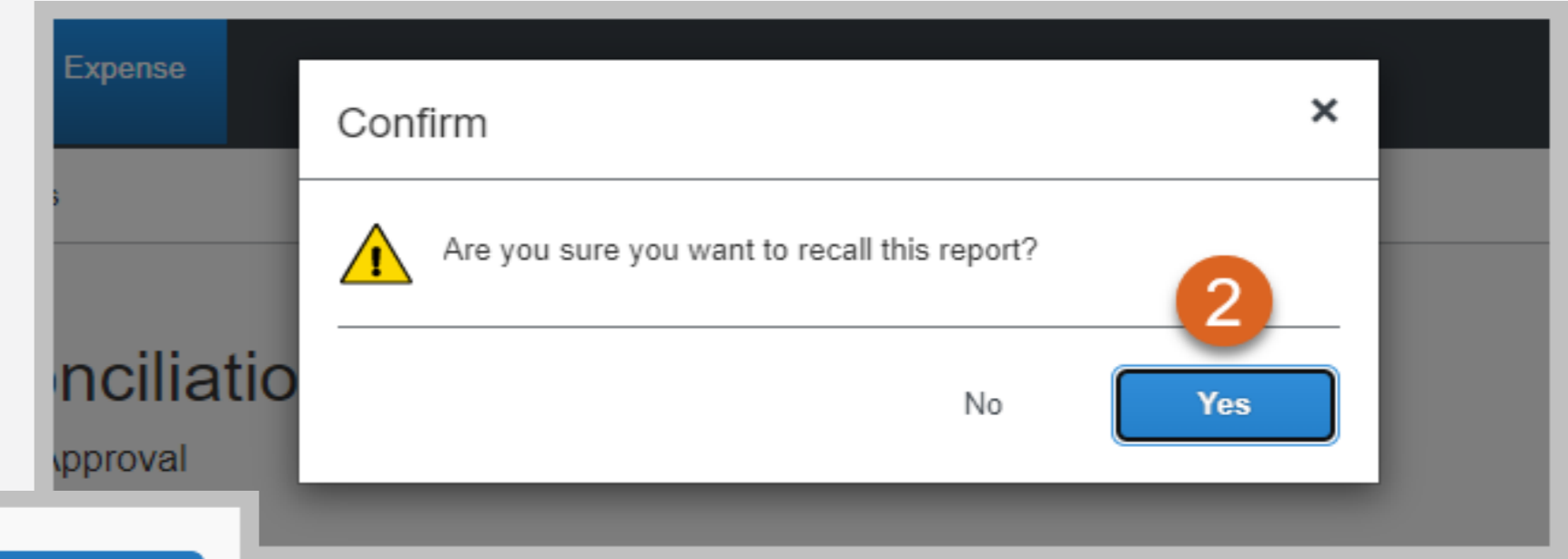
Report Totals

Company Pays \$0.00 Employee	\$1,102.32 Card (University Centrally Billed Credit Card)	Employee Pays \$0.00 Company
Amount Total: \$1,102.32	Due Employee: \$0.00	Owed Company: \$0.00
Requested Amount: \$1,102.32	Amount Due (University Centrally Billed Credit Card): \$1,102.32 Submit Report	Total Paid By Company: \$1,102.32
		Total Owed By Employee: \$0.00

Cancel **Submit Report**

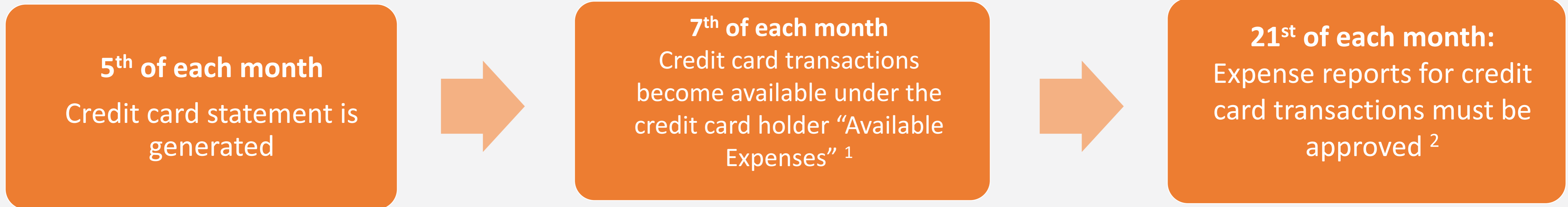
Recall Report for changes

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



Dec 2021 CC Reconciliation \$1,102.32						Copy Report	Recall Report
Pending Cost Center/Project/Grant Approval							
Report Details ▾ Print/Share ▾ Manage Receipts ▾							
Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	
		University Centrally Billed Credit Card	Official Occasion Attendees (8)	TOPGOLF PHARR 050-2 Dallas, Texas	12/10/2021	\$552.59 Allocated Itemized	1
		University Centrally Billed Credit Card	Conference/Registration fee	KOKOS UPTOWN CAFE McAllen, 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	
						\$1,102.32	

Credit Card reconciliation timeline



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

² 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 th of the month | Reminder that reconciliation is due on the 21 st of the month |
| 21 st of the month | Reminder that reconciliation is due same day |
| 25 th of the month | Reminder that reconciliation is past due and escalation will take place |
| 30 th of the month | Reminder that reconciliation is past due and card may be suspended |

Summary

Existing Credit Card Reconcilers must be assigned as Expense Delegates at the card holder's iTravel+ profile

Credit Card Transactions are loaded to the card holder's iTravel+ profile

Report types:

1. Credit Card Reconciliation Reports for non-travel related expenses
2. Travel related Expenses should be on Travel Expense Reports linked to an approved

Card Holder's may upload receipts using the iTravel+ mobile app

Attachments are required at line-item

Attendees' option replaced the "Substantiation Form"

Reconciliation due date is the 21st of each month



Resources

Credit Card Program Manual

How to Use Your Credit Card

UTRGV Expense Resource Guide

UTRGV ProCard Office Webpage



Questions



Contact Information



<https://www.utrgv.edu/procurement/credit/>



procard@utrgv.edu



956-882-3822 / 956-665-2168

Congratulations!

You have successfully completed this topic

