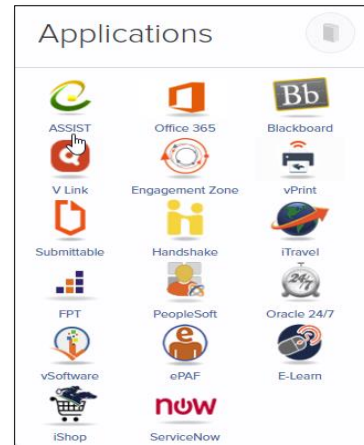




# iTravel How to - Profile Set up

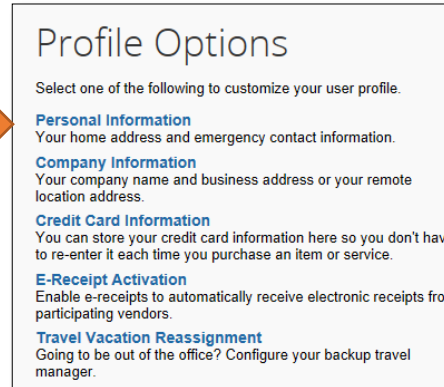
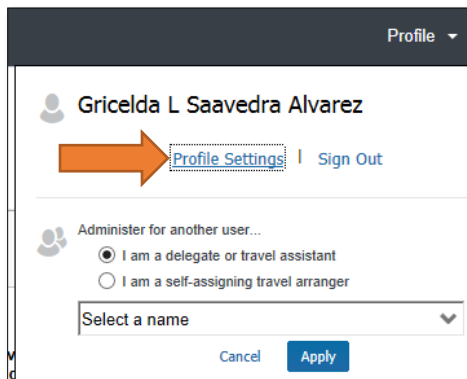
## Accessing iTravel (Concur)

1. Login through my.utrgv.edu
2. Under the “Applications” panel click the iTravel icon



## Setting up your iTravel Profile

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



4. Verify pre-populated information and fill in all required fields in your profile

Note that First, middle, and last names must be identical to those on the photo identification that traveler will be presenting at the airport







5. Company Location must be selected from the drop down menu



6. Contact Information – 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.
7. Set your 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 memberships are renewed

**Frequent-Traveler Programs**



Your Frequent Traveler, Driver, and Hotel Guest Programs [+ Add a Program](#)

 <b>Southwest</b>	Southwest Rapid Rewards	Search this vendor	*****85		
 <b>Marriott</b>	Marriott (All) (EM) Marriott Rewards / Starwood Preferred Guest	Search this vendor	*****36		

8. TSA Secure flight – Gender and Date of birth must be entered

**TSA Secure Flight**

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


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


9. Assistants and Travel Arrangers – it's highly recommended that all travelers select a Primary assistant

a. Click "Add an Assistant"

**Assistants and Travel Arrangers** Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants 

Your Assistants and Travel Arrangers  [+ Add an Assistant](#)

b. Type and select Assistant's name

c. Indicate permission granted

i. "Can Book Travel for me" – Assistant is notified only when he/she makes reservation

ii. "Is my Primary Assistant for Travel" – Assistant is notified of all reservations made in iTravel regardless of preparer

d. Click Save

**Add an Assistant**

Please select the individuals within your organization that you would like to give permission to perform travel functions for you

Assistant

Can book travel for me

Is my primary assistant for travel\*

\*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

10. Once all required information is entered click "Save".

Once the Traveler's and the Assistant's profile are completed, reservations can be made for all University funded Travel expenses.

For any Questions regarding the UTRGV Travel Processes contact the Travel Services Office.