**The purpose of this document is to guide UTRGV users to on how to complete and submit a Business Expense Reimbursement report within iTravel+.**

*Effective April 18, 2022, all business expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.

1. Log into **my.utrgv.edu** using your UTRGV credentials.
2. Select the iTravel+ application icon.
   - If submitting for another user, Search for the name to start the session
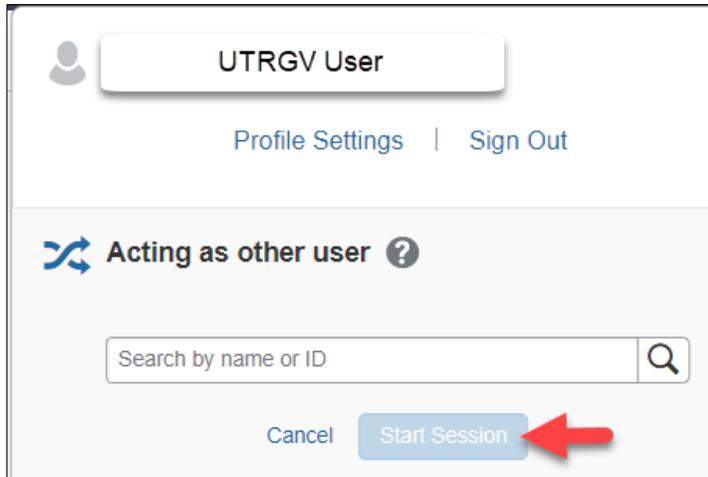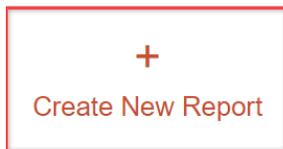

   - To be set up as a delegate, use the reference guide located on the Accounts Payable.

3. Select the **Expense** tab.
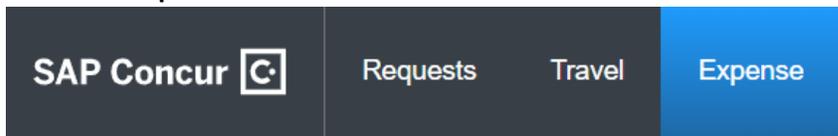
4. Select the **Create New Report** tile.

5. Populate all required fields and click on Create Report

Create New Report ✕

Create From an Approved Request

* Required field

Policy *
*Test-Business Expense Reimbursement ⌄

Report Total

Report Name *
Pros Employee Dinner 4/1/2022

Business Purpose *
Business/Entertainment Expense ⌄

Benefit to University *
1-Related to Employee and Student recruitment requir… ⌄

Speedtype *
▼ ⌄ (31050059) DES-Procurement

Alcohol Beverage purchases (as part of the business expense meal *
No ⌄

Justification
dinner with top candidates

Cancel   **Create Report**

6. To add supporting documentation; select the drop-down menu from Manage Receipts and click on **Manage Attachments**.

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄

Add Expense   Edit   Manage Attachments
Missing Receipt Declaration

7. Select **Add Expense**.
8. Select the appropriate expense type from the **Create New Expense** tab.

＋
Create New Expense

Search for an expense type

⌃ **Recently Used**
Official Occasion
Administrative Expense

⌃ **04. Operating Expenses**
Administrative Expense

9. Populate all required fields and attach receipt.

- If this reimbursement includes guests, click on Attendees at the top left to add their information.
    - Click Add
    - From the Attendees tab, select they Attendee Type

    - UTRGV staff can be searched by name.
    - Guests, prospective employees, and spouse/partners can be created.

      - *if spouse/partners are attending, please provide the reason within the comments

- If the expense is allocated by more than one account, click the Allocate button on top left
  - ○ Click **Add** and **Save** the current Speedtype.
  - ○ Click **Add**, select another Speedtype and click **Save**.
  - ○ Allocations can be split by percentages or amounts.

10. Click **Save Expense**.
    - If edits or allocation are required, check the line expense to select necessary action.

	Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to ⌄	
☑	Receipt ⇅	Payment Type ⇅		Expense Type ⇅		Vendor Details ⇅	Date ≡	Requested ⇅
☑		Out of Pocket		Official Occasion Attendees (4)		Santa Fe McAllen, Texas	04/04/2022	$200.00
								$200.00

11. Submit Report.
12. Click on **Accept & Continue.**
13. Submit Report.

To view expense report details, use the drop-down menu from the **Report Details**.
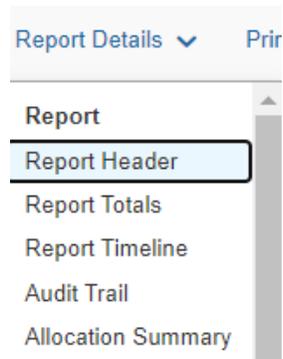
Report Details ⌄   Prir

| Report |
| Report Header |
| Report Totals |
| Report Timeline |
| Audit Trail |
| Allocation Summary |

Report Header*: Preview of expense details*

Report Totals*: amount of reimbursement*

Report Timeline*: approval status of the workflow*

Audit Trail*: lists actions taken from beginning to end*

Allocation Summary*: lists the percentages/amounts allocated for speed types selected.*

Additional Notes:

- **Budget check**: A budget check against the cost center will be processed once the travel expense is submitted. If not available, expense report will be returned, giving the requestor the opportunity to allocate funds or change the cost center.
- **Submission Requirements**: Employees must submit expense reports for out-of-pocket expenses within 60 days from the date the expense was incurred along with all supporting documentation.
  Effective April 18, 2022, all travel and business expenses submitted for reimbursement after 60 days will be subject to applicable federal and state tax withholding, and IRS reporting requirements.