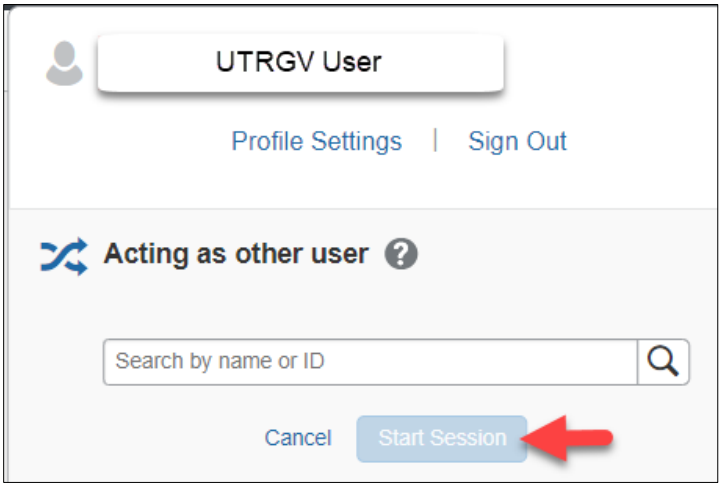
REFERENCE GUIDE: HOW TO SUMBIT A BUSINESS EXPENSE REIMBURSEMENT

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

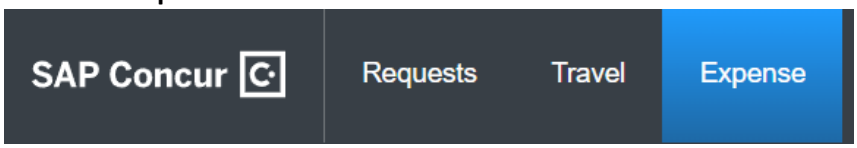
***Effective April 18, 2022, all business expenses submitted for reimbursement after 60 days from the transaction date will be subject to applicable federal and state tax withholdings, and IRS reporting requirements.**

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

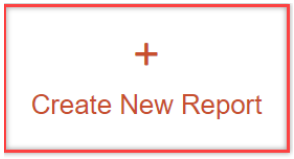


    - To be set up as a delegate, use the reference guide located on the Accounts Payable.

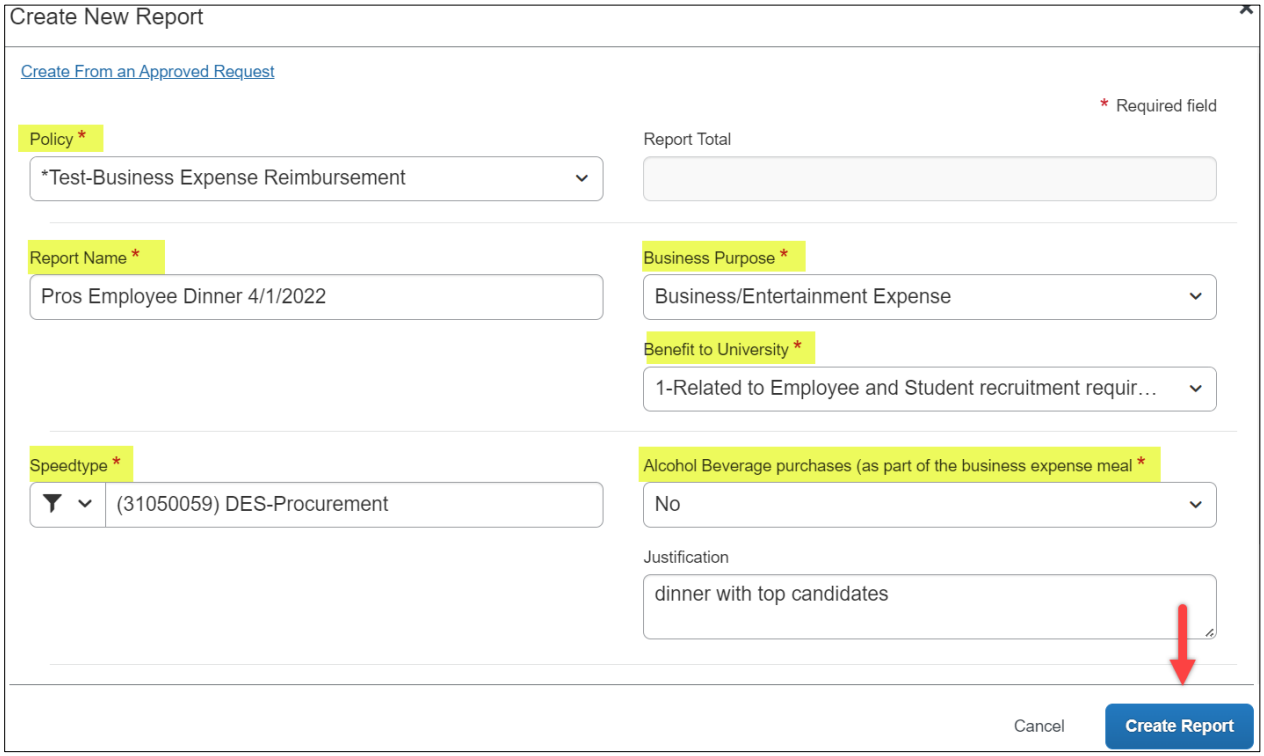
3. Select the **Expense** tab.



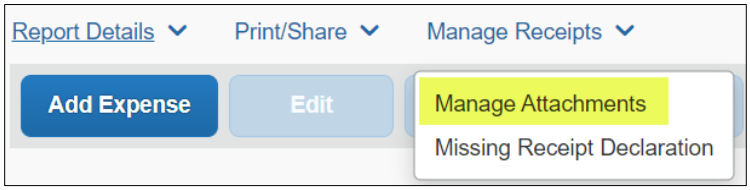
4. Select the **Create New Report** tile.



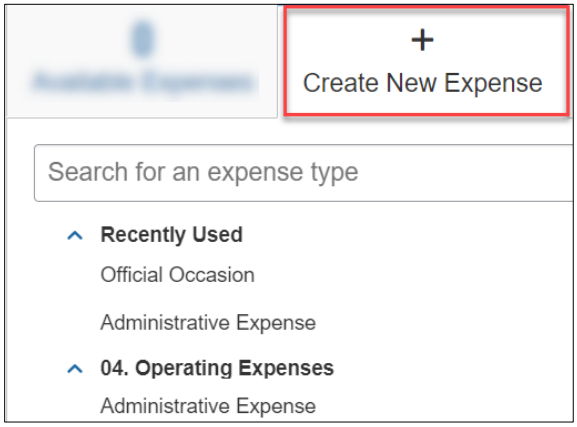
5. Populate all required fields and click on Create Report



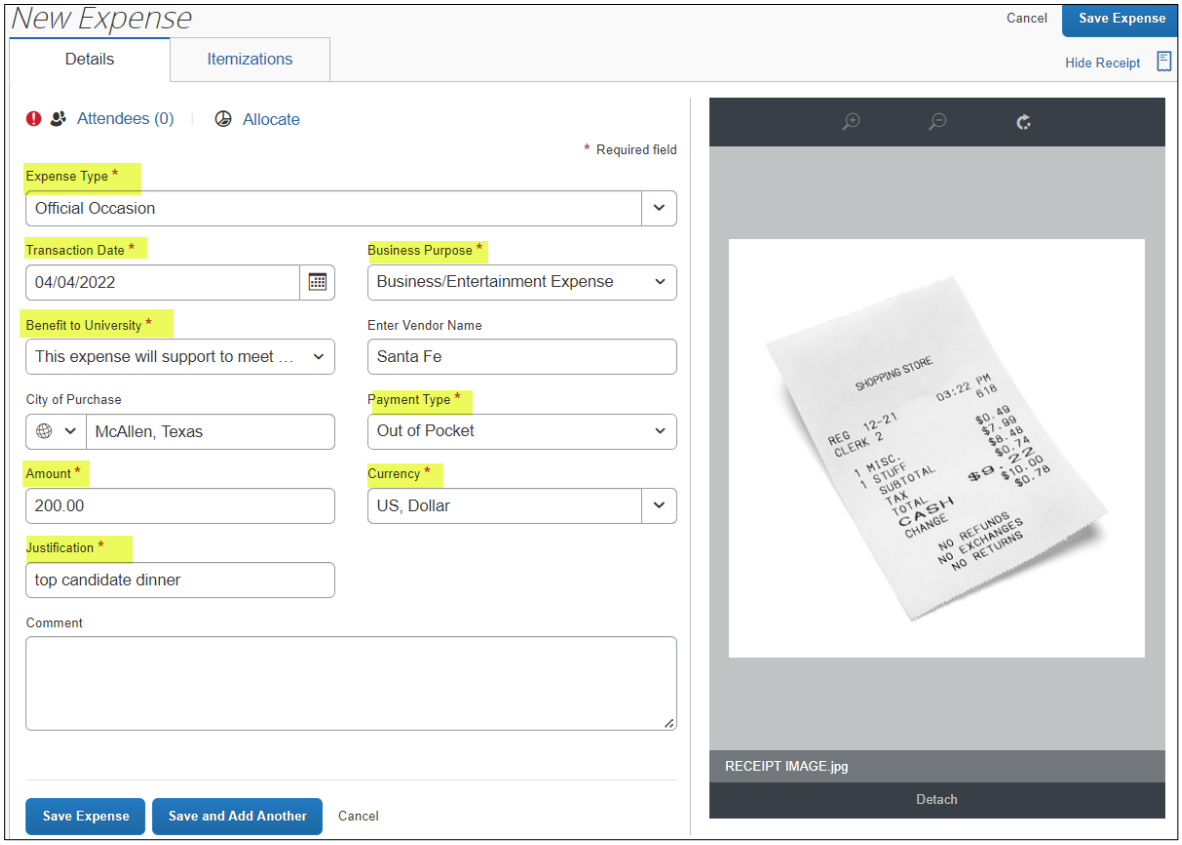
6. To add supporting documentation; select the drop-down menu from Manage Receipts and click on **Manage Attachments**.



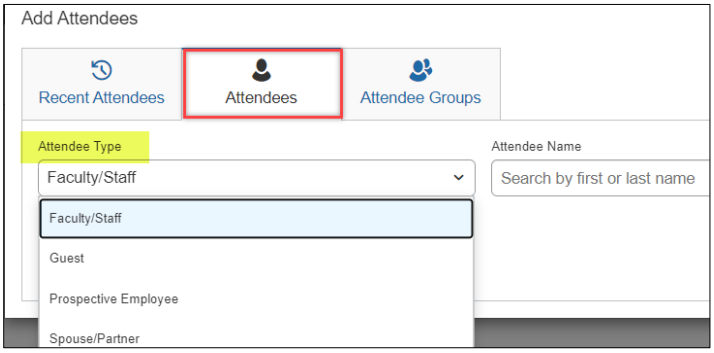
7. Select **Add Expense**.
8. Select the appropriate expense type from the **Create New Expense** tab.



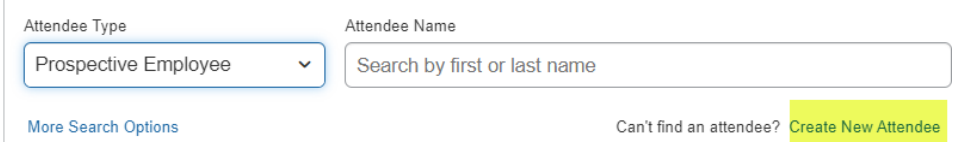
9. Populate all required fields and attach receipt.



- 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



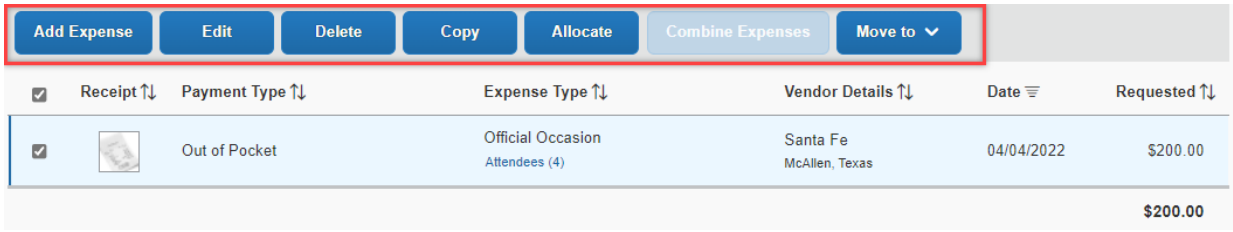
  - UTRGV staff can be searched by name.
  - Guests, prospective employees, and spouse/partners can be created.



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

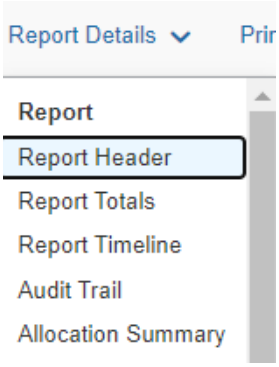
- If the expense is allocated by more than one account, click the Allocate button on top left
  - Click **Add** and **Save** the current Speedtype.
  - Click **Add**, select another Speedtype and click **Save**.
  - Allocations can be split by percentages or amounts.

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



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 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.