



Travel Manual

Guide for travel policy, payment options, and travel related processes.

Contents

INTRODUCTION	1
Payment Options	1
PROTRAV APPLICATION	1
Forms	1
BEFORE THE TRIP - Expenses/Processes	1
Airfare	1
Allowable Class of Service	1
Airline Discounts	2
Preferred Agencies	2
Payment Options	2
Hotel Deposits	2
Conference Registration	3
TRAVEL ADVANCES	3
Cash Advances	3
Delinquent Advances	3
DURING THE TRIP – Allowable Expenses/Receipts Required	3
Transportation	3
Mileage	3
Local Mileage, Parking, and Traffic Violations	4
Taxis/Shuttles/Public Transportation	4
Rental Cars	4
Additional Charges	4
Hotels	4
Allowable Expense	5
Maximum Allowances	5
Shared Hotel	5
Long Term Leases	5
Meal Guidelines	6
Allowances	6
Shared Meals	7
Taxable Meals	7
Business meals while in travel status	7
Additional Allowable Travel Related Expenses	7
Non Allowable Travel Expenses	7
PAYMENT OPTIONS	8
Procurement Card	8
FOREIGN TRAVEL	9
RESPONSIBILITY OF THE APPROVER	9
HOW TO DETERMINE STATUS OF TEV APPROVAL/PAYMENT	10
TRAVEL OFFICE DIRECTORY	11

INTRODUCTION

The object of this manual is to cover travel policy highlights, payment options, travel related processes.

Payment Options

All travel expenses can now be charged to University of Iowa Procurement Cards and is the preferred method of payment. We continue to offer other payments options to supplement the PCard option. This training manual will cover the following UI payment options:

- **Procurement Card** (expenses are charged directly to the department)
- **Direct Vendor Payments** via e-Voucher
- **Travel Expense Vouchers**

PROTRAV APPLICATION

The ProTrav application is where the traveler will process the following travel requests.

- Trip setup
- Completing the Travel Expense Voucher
- Reconciling any UI procurement card expenses

Use the following link for directions on how to complete TEV in ProTrav: www.uiowa.edu/ap-purchasing/protrav

Forms

The following forms are processed by the Travel Office. Procurement Card Vouchers, Travel Expense Voucher and Cash Advances are accessed in [ProTrav](#). E-Vouchers are accessed in [E-Pro](#).

- **Procurement Card Voucher (PCV)** - used to reconcile travel expenses and non-travel low dollar purchases charged to an individual's or department procurement card.
- **Travel Expense Voucher (TEV)** - used for recovering expenses incurred while traveling on University business and for clearing any ticket or travel advances obtained prior to traveling.
- **Request for Advance form** - used for qualifying individuals traveling on University business who will need a cash advance.
- **E-Vouchers** - used by the Travel Office to prepay conference registrations and hotel deposits. Also used for direct billing hotel or travel agencies for non-University persons (candidates, recruits, visiting faculty and/or speakers.) University employees may **NOT** direct bill expenses on a Voucher and Invoice. **Please Note: The e-Vouchers should be used ONLY when a payment to the vendor cannot be processed on the Procurement Card.**

An important rule to keep in mind is that no one may approve their own form, no matter which form it is. Even the dean or administrative officer of a department will need to obtain an approval signature from their superior, usually one of the Vice-Presidents. These processes are done via Workflow.

BEFORE THE TRIP - Expenses/Processes

A "Trip" must always be established in order to process any travel related payment/form in ProTrav (Cash Advance, travel reimbursement or travel charge on a Pcard). Out-of-state and international travel trips must be approved in workflow in advance of the trip. The trip setup is processed in ProTrav with the "create a trip" link.

Four basic items are necessary to complete the trip set-up within ProTrav. They are:

- Traveler's Name or HawkID - (if non-UI traveler, home address is required.)
- Traveler's Destination
- Dates of Travel
- Detailed business purpose of trip

Airfare

Allowable Class of Service

Only **Coach class** airfare is allowable for University of Iowa business travel. Upgrades to first class, business class, Economy Plus, or premium cabin seating are allowed only if there is no additional cost to the University (Frequent Flier or other coupons may be used to obtain free upgrades.)

First or business class charges are only allowed for documented medical reasons, contractual agreements (i.e., speaker), or in situations that are approved in advance by the Travel department.

Travelers are expected to obtain the **lowest available fare** that reasonably meets their business travel needs. To get the best price on airfare, it is important to book the flight in advance, usually 14-21 days in advance. Payment usually has to be made within 24 hours of the reservation and is normally non-refundable, except on full fare non-restricted tickets.

Airline Discounts

- **Delta Airlines** – Discounts vary between **2-7%** depending on class of service.

Preferred Agencies

The University of Iowa has two preferred travel agencies to provide assistance in obtaining airline tickets, making hotel/motel reservations and securing car rentals.

- **Meacham Travel Service** – 229 E Washington, Iowa City, 351-1360, 351-0710 (fax)
- **Winebrenner Red Carpet** – C319 GH 384-7100, 384-7087 (fax), 755 S. Gilbert St. 351-4510, 351-3152(fax), or 219 CHA 335-6950

The standard practice is for these agencies to issue E-tickets and to send itineraries via fax, email or mail. With E-tickets, the traveler does not have to take the passenger receipt with them to the airport, but should at least take a printed itinerary.

While use of these agencies is not mandated, it is strongly encouraged for the following reasons:

- University airline discounts may be obtained only at these agencies.
- These agencies are contracted to provide quality, professional service at a reasonable cost.
- These agencies provide valuable data to us to assist in negotiating travel discounts. The more data we collect through these agencies, the more our negotiating power.
- Ticket copies are provided at no cost when required.
- They provide valuable assistance when travel plans changes, when disputes or problems arise, and are a valuable resource for travel information.

If you do not use the preferred agency, it is recommended to purchase directly from the airline to avoid service fees. If using other on-line agencies, the following issues should be considered:

- It is sometimes difficult to get an adequate receipt.
- Replacing lost receipts is usually difficult and costly.
- Problem resolution is up to you entirely.
- It is sometimes time consuming to find and secure the best airfare. You must consider the personal/work time spent when evaluating actual savings.
- You forfeit the opportunity to obtain University airline discounts.

Payment Options

Airfare may be purchased in the following ways:

- Procurement Card – airfare may be charged directly to an individual traveler’s University of Iowa Procurement Card or to a “Department” Procurement Card. The itinerary faxed/emailed from the agency or airline must be retained and attached to your Procurement Card voucher to reconcile.
 - **Note:** Airfare for employees that contain any personal legs of travel (i.e. a destination other than the primary business destination) may not be purchased on a departmental PCard. The employee must pay for airfare containing a personal leg of travel themselves and then can claim only the business portion of the flight as an out of pocket expense on their Travel Voucher. An airfare quote needs to be provided from one of the preferred vendors, using the business dates of travel to determine the amount to be reimbursed to UI for personal travel.
- Personal Credit Card – original passenger receipt is required in order to be reimbursed.

Hotel Deposits

Hotel Arrangements are usually made prior to the trip by contacting hotels directly, through conference/convention housing bureaus, online through professional organization hosting the event, or online directly with the hotel property.

When advance deposits are required, they should be paid with the Procurement Card. The housing form, the online booking page or a fax/email from the hotel or professional organization, verifying the cost of the room should be attached to the Procurement Card voucher to reconcile.

When Advance deposits cannot be processed on the Procurement Card, they may be paid via an e-Voucher. The traveler's name, destination, dates of travel must always be provided on the e-Voucher.

Hotel deposits may also be paid by the individually personally. This expense will simply be included in the total hotel cost after the trip is over and reimbursed on a TEV.

Conference Registration

Conference Registrations should be paid by Procurement Card whenever possible. This is the quickest, most efficient form of payment in order to assure that registration deadlines are met. If they cannot be paid by Procurement Card, they may be paid via an e-Voucher. Again the traveler's Name, destination, dates of travel are required. If paid by Procurement Card or e-Voucher, the registration form, or an email/fax from the professional organization hosting the meeting must be attached to the Procurement Card Voucher or e-Voucher. Details of the conference or meeting agenda must be attached to the TEV. Specifically documentation showing which meals were provided should be included.

If the individual pays the conference registration, an official receipt must be obtained from the conference/professional organization in order to be reimbursed. **A generic receipt (any receipt that does not have a preprinted or stamped conference/vendor name) is not sufficient as proof of payment.** Expenses substantiated by a generic receipt will not be reimbursed unless accompanied by additional documentation. This may include one of the following:

- Copy of back and front of canceled check
- Check Carbon/Duplicate and bank statement
- Credit card statement
- Letter or new receipt from conference confirming payment

TRAVEL ADVANCES

Cash Advances

Cash Advances are requested via ProTrav as part of the trip set-up. Cash advances should be requested at least 10 days prior to trip depart date. Cash advances are limited to foreign travel, domestic travel exceeding 14 days, and team travel. A standard cash advance is limited to \$60 for the first day of travel and \$20 for each additional day. Foreign travel and domestic travel exceeding 14 days are not held to these advance limits. In these cases, the amount requested should be sufficient to cover estimated expenses. If any amount other than the standard cash advance is requested, a statement of justification or explanation is required. Most Cash Advances are direct deposited unless otherwise requested.

Delinquent Advances

Delinquent advance notices are auto generated within the ProTrav application. If the Travel Office has not audit passed your voucher within two weeks of the end date of your trip, you will receive a delinquent notice. Another notice will be sent at the four week time period for advances that have not been cleared. If the advance becomes six weeks delinquent the traveler will receive an email stating that a payroll deduct will be processed to recoup the funds.

IRS Regulation, section 1.62-2T, states that where an advance is made to an individual, the expenses related to that advance must be substantiated to the payer within 120 days after the expense is incurred or the amount of the advance is considered taxable compensation. So it is in the best interest of the traveler to clear the advance as soon as possible.

DURING THE TRIP – Allowable Expenses/Receipts Required

Transportation

Mileage

Any individual traveling on University business and using his/her own personal vehicle may request reimbursement of actual gasoline expenses or a flat mileage reimbursement. Gasoline may only be claimed up to the allowable mileage reimbursement. If mileage is claimed, gasoline charges may not be claimed separately as they are factored into the mileage allowance.

The current mileage reimbursement rates are as follows:

The rate of .288/mile rate is applicable if:

- The trip is more than 100 miles and the traveler chooses to use a personal vehicle when a motor pool vehicle was available.

The rate of .575/mile is applicable in the following circumstances:

- The round trip distance traveled is less than 100 miles

- The round trip distance is more than 100 miles and a motor pool vehicle is requested, but is not available.
- Use of a motor pool vehicle is not possible or not feasible (i.e. faculty or staff members are located in an area not served by campus motor pools).
- Round trip travel to/from designated airports is greater than 100 miles and the lower airfare cost justifies use of the designated airport. Designated airports are Moline and Des Moines.

The rate of .235/mile rate is applicable for moving purposes.

NOTE: Anytime the mileage claim exceeds \$300 or the round trip travel time exceeds eight hours, an airfare quote from a preferred travel agency must be attached to the TEV. The mileage claim may not exceed round trip coach class fare for business days of travel plus ground transportation to and from airports.

Local Mileage, Parking, and Traffic Violations

The University does not reimburse employees for mileage, parking, or any other commuting costs for travel to their primary work location or between areas on the main campus where Cambus provides service. This includes employees that may have more than one primary work location which may change on a daily basis.

Personal use mileage, fines, and penalties for traffic or parking violations are not reimbursable. Personal use mileage includes: visiting, site seeing, side trips and commuting between office and home.

Taxis/Shuttles/Public Transportation

Shuttle and other Public Transportation may be charged to the University Procurement Card whenever possible. Receipts should be obtained when this payment method is used. If taxis will not accept credit cards, this expense must be paid for personally by the traveler and may be reimbursed. Receipts showing the actual cost are sometimes difficult to obtain and are therefore not required as long as the cost is reasonable. The taxi/shuttle expense must be itemized by date and indicate points of travel in the description on the TEV.

Rental Cars

Receipts—Reasonable rental car charges for standard/mid-size vehicles are allowed. Rental Car charges may be charged to University Procurement Cards or to personal Credit cards. In either case, itemized car rental receipts are required. This must be the final receipt given upon returning the vehicle. Initial rental agreements alone are not sufficient. For liability purposes whenever possible the auto rental should be made to “The University of Iowa” and signed by the individual.

Preferred Provider—National and Enterprise Car Rental are the preferred car rental providers for the University of Iowa and the Big Ten. Special negotiated rates, free unlimited mileage (in most cases) and free liability insurance and collision damage waiver coverage are provided as a part of our agreement with National. Our discount code **5004461** must be included in every reservation in order to obtain our rates and benefits. Our discount code for Enterprise is **XZ62054**, PIN for online booking is **UNI**. Complete information about this program and our rates are available on our Web page at www.uiowa.edu/ap-purchasing/car-rental.

Additional Charges

The Board of Regents is self-insured for comprehensive and collision damage to vehicles that are rented by University employees for University business. This means that you should no longer purchase the optional insurance for damage to the vehicle. The optional coverage is sometimes called “CDW, LDW, collision damage waiver, loss damage waiver or physical damage waiver.” (Under the University’s current agreement with National Car Rental, the CDW/LDW is provided with the basic rental.)

For University employees, CDW or LDW is **NOT** reimbursable.

For non-University employees, CDW or LDW is reimbursable.

Other charges:

- Supplemental Liability (SLI, LIS) charges are **not** reimbursable. Most rental companies provide a basic amount of liability insurance with the rental. The University’s self-insurance would cover the University employee for any liability in excess of that provided by the rental company. If **no** liability insurance comes with the car, the basic amount of liability insurance is recommended and is reimbursable.
- Personal Affects (PAI) or credit card (PEC) insurance or Health/Life Insurance charges are **NOT** reimbursable.

Hotels

Payment Options - Hotel Lodging Expenses may be charged to the University Procurement Card or may be personal credit card and reimbursed on the TEV. In either case, **an itemized check out folio is always required.**

Allowable Expense

Lodging reimbursement is limited to the actual/reasonable cost of a single room plus applicable taxes. Travelers are expected to seek standard, reasonable lodging accommodations that are comfortable, convenient, meet the business need, and offer good value. Travelers are encouraged to ask for the discounted rate when making reservations (i.e., the government/educational/corporate rate). Lodging rates set by federal regulations will be used as a guide in determining whether a cost is reasonable. These rates are reviewed and amended periodically and are available on the [Travel web page](#).

Maximum Allowances

- a) If the hotel is the site of the conference, reimbursement will be the actual cost of a standard single room plus tax. A hotel qualifies as a conference site when the conference or related events are held within that hotel or it is designated as the headquarters hotel. Documentation listing the hotel as the conference site must be attached to the voucher and the appropriate box checked on the voucher. The least expensive room should be selected for full reimbursement. If not available, please provide documentation that the selected room was no longer available.
- b) If the hotel is not the site of the conference, but the cost is equal to or less expensive than the conference site hotel, the actual cost plus tax will be reimbursed when documentation showing the cost of the conference site hotel is provided.
- c) If neither (a) nor (b) applies, reasonable hotel accommodations will be reimbursed. The University reserves the right to determine what a reasonable amount is. A reasonable amount for non-conference hotel costs may be the maximum of the Federal Travel Directory (FTD) hotel per diem rate for that city. The FTD maximums can be located at www.uiowa.edu/ap-purchasing/domestic-travel.

For international travel, reimbursement is limited to the federal government lodging maximum. International rates are available at the U.S. Department of State web site at http://aoprals.state.gov/web920/per_diem.asp.

Business phone calls, internet, faxes and copies, hotel parking, etc. are also considered allowable business expenses. If paid by Procurement Card, these expenses may also be charged to the Procurement Card. If the hotel bill is paid by personal credit, these expenses may be charged as well, but these expenses should be claimed as miscellaneous expenses on the travel voucher and should not be included with in the room charges.

When claiming hotel expense on the TEV each days lodging should be recorded as base room rate plus tax multiplied by the number of days. Any food or room service charges should be listed separately under the appropriate meal expense. Movie charges, spa/health club fees and personal phone calls are **not** reimbursable and should not be claimed. An itemized checkout folio must be provided in order for hotel expenses to be reimbursed. A credit card or hotel receipt showing only the total charge is not acceptable. If lodging was a package deal offered by the conference or travel agent, documentation showing cost breakdown and receipt of payment must be provided. For apartment or condominium rentals, a receipt from the owner showing payment and weekly or monthly rate is required.

Shared Hotel

If each person is paying his/her own share, it should be noted that the amount claimed is for that person only. When one individual pays for other person(s) sharing the room, the individual paying should claim the full amount and split that expense using the split expense functionality in ProTrav. The person not paying should claim no hotel expense. When the room is shared with a colleague from another institution, that person's name and affiliation should be noted in the comments section. Please note the individuals name if the room was shared with someone not on University business. The traveler may then claim the single room rate if verification is attached or 75% of the double room rate.

Long Term Leases

University of Iowa faculty/staff/students who are assigned to work, conduct research, or study off campus in a location away from their regular place of residence (home tax base) for a period of longer than three weeks but less than one year may lease an apartment/house under the following conditions:

1. **Eligibility** - A UI Faculty/Staff/Student on a long term work/study assignment may lease an apartment when it is more cost effective than nightly hotel charges and/or when the stay is long enough to warrant the conveniences of a kitchen and other residential amenities.
2. **Name on lease**- The lease must be in the name of the traveler (University employee or student). The traveler is responsible for all payments associated with that residence and is liable for any property damage incurred during the term of their lease agreement.
3. **Lease Payments** - The traveler is expected to pay timely any deposits and monthly rental payments directly to the Property Management Company or Owner. If University funds are available and approved, reimbursement may be requested on a Travel Expense Voucher for these payments. Note: If a deposit is prepaid, an exception may be made in that event and a travel voucher can be processed prior to the trip to cover the cost of the rental deposit.
4. **Documentation Required**

- a. The traveler must obtain a receipt for the deposit and rent in order to be reimbursed. The receipt must be on official company letterhead and show the amount of payment. If an official receipt is not available, a copy of the back and front of the canceled check must be provided along with a copy of the lease stating the amount of the monthly payment/deposit or a copy of the credit card statement if paid by credit card.
 - b. The traveler/department must provide a statement indicating why the work/research/study must be performed in the specified off campus location
5. **Tax Issues**
- a. If work/research/study *must* be done in the off campus location, away from the individual’s tax home, and the length of stay is less than one year, the expense reimbursement is not taxable (Documentation must be provided).
 - b. If the individual *chooses* to do their study/work from a location away from their tax home (i.e. sabbatical) and their living expenses are reimbursed by the institution, it must be reported as taxable income.
6. **Approval** See [UI Operations Manual Section III, 21.4](#) for required approvals for off campus work assignments. Approvals for reimbursement of the travel expenses related to the assignment are the same as for any other travel expense
7. **Food Allowance** A university faculty, staff or student who elects to lease a place of residence for a long term assignment (a year or longer), will be allowed no more than one half of the maximum meal allowance for their specified destination since meals may be prepared and eaten at their temporary place of residence.

Meal Guidelines

Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. **Meal tips should be included in the meal claim.** Attach a receipt for any individual meal claim of \$75 or more. The amounts may be distributed among the meals in any manner as long as the daily total does not exceed the maximum and there is a receipt for any single claim of \$75 or greater

Allowances

- Actual meal expenses should be claimed and may not exceed the daily allowance for each destination.
- Meal tips should be included in the meal claim and may not be claimed as a separate expense.
- Claims *up to* the full maximum are allowed on full days of travel
- On partial days of travel, allowances are prorated based upon departure and return times as defined below, allowing 20 % of the daily allowance for breakfast, 30% for lunch, and 50% for dinner. These individual allotments are defined for the purpose of determining the correct daily allowance only. Individual meal claims do not have to fall within these specific meal parameters. Actual costs can be distributed among the meals in any manner as long as the total claim for each day does not exceed the maximum allowance for that day.
- When meals are provided as part of the conference or meeting, travelers will not be reimbursed for the cost of the meal when the traveler chooses to eat outside the conference. When breakfast is provided the daily allowance is reduced by 20%, for lunch the allowance is reduced by 30% and dinner the allowance is reduced by 50%. The meals should be marked as provided in ProTrav when creating the TEV.
- Meal costs over the maximum allowance are at the traveler’s expense.
- Alcohol is not a reimbursable travel expense, tip and taxes need to be removed
- Attach a receipt for any individual meal claim of \$75 or more.

	On Date of Departure Must Leave Prior To	On Date of Return Must Arrive After	% of Daily Allowance Allocated for each meal
Breakfast	6:00 am	8:00am	20%
Lunch	11:00 am	1:00 pm	30%
Dinner	5:30 pm	7:30 pm	50%

	Meals provided by the conference
Breakfast	Daily allowance reduced by 20%
Lunch	Daily allowance reduced by 30%
Dinner	Daily allowance reduced by 50%

Travel status is defined as the time the traveler leaves their home or office until the time the traveler arrives at their home or office (not flight times).

For international travel, the federal government maximum for the specific destination applies. These rates are available on the Travel web page or by contacting the Travel Office. For partial days of travel, meal allowances should be prorated based on the time of arrival in or departure from the foreign country, allowing 20% of the meal allowance for breakfast, 30% for lunch and 50% for dinner. Any meal cost over domestic or international limits will be at the traveler's expense.

Shared Meals

If one person paid for meals for another individual(s) these expenses should be claimed on the travel voucher of the individual who paid. The person who did not pay should not claim an expense for that specific meal on their voucher. If the other individual(s) is a University of Iowa employee the meal should be split by using the split expense functionality in ProTrav. If not a UI employee, provide their name and affiliation in the comments box of the travel voucher.

Taxable Meals

Meal costs reimbursed to faculty and staff for non-overnight trips are subject to withholding and reported as taxable income in accordance with Internal Revenue Service regulations.

Business meals while in travel status

When the primary purpose of a meal is for conducting University business and other individuals are included, the names, business affiliations, and purpose of the meeting/meal must be provided. These meal claims are subject to the Food and Beverage policy guidelines at www.uiowa.edu/~our/opmanual/v/11.htm#1125, rather than individual travel meal limits. An itemized receipt must be attached.

Additional Allowable Travel Related Expenses

- Baggage Tips
- Airfare Baggage Fees
- Hotel Housekeeping Tips
- Business Phone Calls
- Business Faxes
- Copies/Printing for Business Purposes

The additional allowable expenses listed above do not require a receipt as long as the cost of the individual expense is under \$75.00.

Non Allowable Travel Expenses

- Laundry—except for extended stays
- Alcohol
- Personal phone calls
- Meals /Hotel expenses over the maximum allowances
- Airline Membership Clubs

Airline memberships are not fully allowable or reimbursable. Up to 50% of Airline Club membership fees may be reimbursed for University of Iowa business travelers who average more than 10 university business trips per year. This expense may be charged ONLY to Fund 520 gift accounts or Fund 950-997 agency fund accounts. Because the full cost cannot be charged to the University, this expense may not be charged to a University Procurement Card. Individuals must pay for the full cost initially and request reimbursement for up to 50% of the cost.

PAYMENT OPTIONS

Procurement Card

The UI Procurement Card may be used for the purchase of travel expenses. For travelers, this means that you can charge all of your travel expenses directly to your departmental procurement card rather than using a personal charge card and submitting your expenses for reimbursement. For departmental expeditors, this means you can pay travel expenses directly for UI visitors (faculty recruits, guest speakers, etc) rather than submitting a Voucher and Invoice for payment or reimbursing the traveler after the trip. Please remember that your card should NEVER be given to another individual to take on a trip and charge his/her travel expenses.

This tool is provided for convenience, but also comes with a high level of personal responsibility. Although your department will be now paying these expenses directly for you, it does not diminish the need for you to keep good records and to retain the required receipts in order to reconcile your expenses. Please review the information provided below regarding appropriate use of your new procurement card for travel expenses and reconciliation of those charges.

Allowable Expense

Conference/Workshop Registrations

Social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement card.

Airfare

Including exchange fees and travel agency service fees.

Hotel Deposits

Lodging

Including room charges, taxes, business phone/faxes, local or phone access charges. Please note that personal expenses such as movie, personal phone calls, bar or spa charges should be paid for personally upon check out and should NOT be charged to the procurement card.

Meals while in Travel Status

Rental Cars and gas for rental car

Please note that additional/optional insurance coverage (CDW, LDW, SLI, PAI, etc) are NOT allowable charges.

Other Ground Transportation

Rail, shuttle service, etc.

Individual Meals in Travel Status

Airline Baggage Fees

Taxi/Shuttle

Gasoline for Rental Vehicle

Receipt/Documentation Required

Registration form or other conference materials that verify the amount charged to the procurement card and specify what is included in the registration/workshop fee.

Itinerary provided by the travel agency at the time of booking that shows routing, dates, and class of service.

Housing form, email or other documentation from the hotel or housing bureau that verifies the amount of deposit required and charged.

Final Check out folio, showing an itemization of all nightly room charges, taxes and other business related expenses. Please check our web page for maximum hotel allowances. If your hotel is over the allowable limit, but is the conference hotel, please attach housing form or other verification.

Receipts for individual meals are not required to be attached to the voucher, unless the purchase is \$75 or greater. Expenses for alcohol are not allowed.

Final itemized receipt given upon return of car, showing an itemization of all charges, including daily/weekly rate, refueling charges, taxes, etc. The rental agreement given at the time of rental is not sufficient.

Rail—itinerary or receipt given by travel agency at time of booking. Shuttle service—receipt given at time service is provided (unless charge is posted in advance of service).

No receipt required if individual expense is under \$75.00

No receipt required if individual expense is under \$75.00

No receipt required if individual expense is under \$75.00

No receipt required if individual expense is under \$75.00

Please refer to the Procurement Card Web page www.uiowa.edu/purchasing/pcard for detailed information about the general guidelines and reconciliation process associated with the University of Iowa Procurement Card. The Web Application for reconciling the Procurement Card is available at <https://pcard.bo.uiowa.edu>

In general, all travel related expenses charged to the Procurement Card must be reconciled with all other monthly charges within the month they post. You will not wait until a trip is over to reconcile these charges. As such you may have expenses for one trip reconciled within multiple billing cycles. Airfare, registrations, hotel deposits, etc. will be reconciled usually several months in advance. Expenses incurred while traveling such as rental car, hotel, etc. will then be reconciled after the trip is complete.

Any out of pocket expenses will still be claimed on the TEV. Be sure that expenses charged to the Procurement Card are claimed only on the Procurement Card Voucher. Only those expenses paid by the traveler and/or any cash/ticket advances should be claimed on the Travel Voucher.

FOREIGN TRAVEL

Basic requirements for foreign travel are the same as those for Domestic travel.

Registration fees and Hotel deposits should be charged to the Procurement Card whenever possible. This is the fastest and most efficient way to pay a vendor in foreign currency. These expenses can be prepaid in foreign currency on a Voucher and Invoice if necessary. There is a \$10 bank fee for such a transaction. Name of traveler, destination, and dates of travel are always required.

When completing the TEV all expenditures must be converted and expressed in US Dollars. Exchange rates may be obtained from the internet or by calling US Bank International Department. The currency exchange rate used should be noted on the travel voucher along with its source. (EX: \$1 Canadian = .7358 Us per First National Bank). Individual receipts for hotels, trains, registrations, etc. should be converted and the US equivalent noted on the receipt and on the voucher. Please identify each expense on the receipt.

Hotel and Meal guidelines are based on the Federal Per Diem Rates. These vary for each country/city and are different than those for domestic travel. These rates may be accessed through the "Foreign Per Diem Rates" link on the UI Travel Home Page. **NOTE: These "per diem" rates are simply maximum allowances for each city. Actual expenditures should be claimed rather than claiming straight per diem rates.**

Travelers must submit receipts for airfare, trains, buses, hotels, and registration fees for any single item that exceeds \$75. Individual meal and taxi receipts are often difficult to obtain, but are usually not essential as long as the expense is reasonable and within the maximum meal limit.

Proof of Payment/actual cost must be provided anytime an airline ticket for foreign travel is purchased from a ticket consolidator or an agency outside Iowa City. Actual cost for these tickets is often less than the preprinted price on the ticket therefore verification is required.

RESPONSIBILITY OF THE APPROVER

As an individual involved approving of financial transactions you are responsible for confirm that the transaction is in accordance with University policies and procedures. The following guidelines should be used as a tool to help ensure a thorough review.

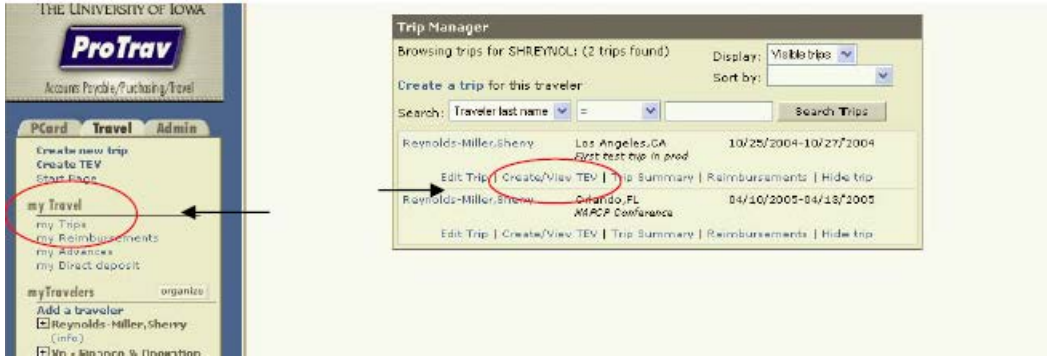
- Appropriate – the transaction directly relate to achieving the mission of the University
- Valid – the transaction is allowed by policy, law, contractual agreement, and/or professional standard
- Reasonable – a fair amount is recorded as being paid, received or adjusted for
- Funded – there is sufficient funding to cover expenses or the results of an expenditure adjustment
- Accurately recorded –the amount is consistent with value received, provided, or adjusted for; and is free from accounting coding or arithmetic errors
- Supportable – the amount of goods or services received or provided, or the justification for adjustment is consistent with supporting documentation, standard, situation, or practice
- Timely recorded –the transaction date is accurate

As an individual involved in the process of approving financial transactions the questions that follow will help justify your transaction review.

- Why is this transaction occurring?
- Has the initiator attached all appropriate documentation including receipts and proof of payment when necessary?
- Is the transaction allowed by University specific policies and procedures?
- Does the transaction seem reasonable and appropriate?
- Are any personal expenses included in this transaction?
- Does the purchase require a competitive bid?
- If asked, could I explain what the reimbursement, purchase, etc. is for?
- Does the business justification provide sufficient details to describe what was purchased/reimbursed and why it was needed?
- Is the requested purchase being made with University contracted suppliers?
- Are the appropriate funding and expense codes been used?
- Are vendor reward points or rebates given for any of the transactions?
- Has sales tax been charged on any transaction?
- Does this transaction require additional review or approvals?

HOW TO DETERMINE STATUS OF TEV APPROVAL/PAYMENT

1. Navigate to your My Travel/My Trips. Find the trip in question. Click on view/edit TEV.



2. The status of the voucher is defined on this panel. Status Codes:
 TEV Approved in Workflow – indicates voucher is approved in workflow but has not been audited.
 TEV Audit Error – voucher approved and audited but during audit found questionable items.
 Routed in Wofklow-voucher is being routed through department has not received all needed approvals.
 Loaded to GL – voucher has been paid
 Reimbursement Complete – voucher has been paid

To view details, click View Voucher.



3. Workflow Approval- At the top of the voucher is the workflow approver history. If all names have a Y next to them-that indicates the voucher has been approved by your department. An N in the Y/N column indicates the voucher is awaiting that person's approval.
4. Payment Details are displayed at the bottom on the left side of the voucher. The typical turnaround time for payment (once supporting documentation has been received) is 7-10 business days from the date of the last workflow approval.



TRAVEL OFFICE DIRECTORY

Travel Office is located at 202 PCO

If the correspondence or documentation is being sent at one of our auditor's request, please send it to his/her attention.

For general questions about **Travel Expenses**, please contact our Travel Main Line at 335-0114.

Travel Expense Vouchers or Procurement Card Transactions for Travel Related payments, please call:

Matt Benge	3-2915	matthew-benge@uiowa.edu
Dennise Cronbaugh	5-0410	dennise-cronbaugh@uiowa.edu
Josh Baerg	5-1861	joshua-baerg@uiowa.edu
Brian Harken	5-0390	brian-harken@uiowa.edu
Weston Marling	5-1816	weston-marling@uiowa.edu
Pamela Nixon	5-1440	pamela-nixon@uiowa.edu

For questions about Travel Policy, or to speak to the Audit Team Leader:

- Danielle Weber 3-2503 danielle-f-weber@uiowa.edu

For questions about Travel related contracts/discounts or other travel management issues:

- Julie Bergeon 5-1726 julie-bergeon@uiowa.edu

Travel Fax Number: 3-2064

For information on Preferred Travel Agencies, Hotel Limits, Regulations, Currency Exchange Rates, Discounts and more visit our web site at: www.uiowa.edu/ap-purchasing/travel