

# Travel

This checklist is intended to assist the traveler in obtaining timely reimbursement of trip expenses. It is not an all-inclusive document, but rather is meant to be used as a guide. The traveler should consult the University Travel Manual, University Operations Manual - Travel Policy and Travel web page for complete University travel rules and regulations.

## Before the trip

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- A request for travel (create a trip) must be completed prior to departing on each business trip. A request for travel/create a trip form check sheet is available from Diana or Jackie. Alternatively, if you prefer, you may complete the request for travel/create a trip yourself online on the University's Self Service site. On the site the "Create New Trip/Request Cash Advance" online form is located on the "Personal Tab" under "Travel" on the left-hand side of the page.
- Please plan in advance so the best-priced airfare may be booked. Any "avoidable" hotel or flight cancellations will not be reimbursed. If personal travel is noted in conjunction with a business trip (days before or following the business travel days), traveler must define both business travel dates and personal travel dates on their request for travel/create a trip form. The airfare for the personal travel portion of the trip may not be charged to the University procurement card and payment must be made by traveler. Obtaining documentation which reflects the airfare difference between the whole trip (business and personal travel dates) and just the business travel portion of the trip is the responsibility of the traveler and must be supplied by the traveler at the time the traveler submits his or her TEV Check Sheet.
- When booking airfare, travelers are encouraged to book their airfare with University-preferred travel agencies: Meacham Travel Service, 319-351-1360 (1-800-777-1360 toll free), 319-351-0710 (fax number), 229 E. Washington St., Iowa City, IA 52240, [IowaCity@MeachamTravel.com](mailto:IowaCity@MeachamTravel.com); Winebrenner Red Carpet Travel, 319-351-4510 (1-800-458-6001 toll free), 319-351-3152 (fax number), Downtown at 755 S. Gilbert St.; 319-384-7100 (1-866-236-1424 toll free), 319-384-7087 fax number, UI Hosp. & Clinics, C319 GH; or 319-335-6950, UI Athletic Dept., 219 Carver-Hawkeye Arena.
- Flight insurance will not be reimbursed.
- If a rental car is needed, travelers should review the information regarding rental cars at [http://www.uiowa.edu/purchasing/travel/pref\\_ven/car.htm](http://www.uiowa.edu/purchasing/travel/pref_ven/car.htm), especially for international travel rentals. "Extra" car rental insurance will not be reimbursed.
- Retain conference site hotel information for submission following the trip. 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 cost is reasonable.
- Meals and hotel per diem rates vary by location. Traveler should review per diem rates for travel location (at [http://www.uiowa.edu/purchasing/travel/dom\\_intl.htm](http://www.uiowa.edu/purchasing/travel/dom_intl.htm)) prior to trip departure. Meal claims should reflect actual/reasonable expense not to exceed the maximum per diem allowance (this varies by location). Meal tips should be included in the meal claim and may not be claimed as a separate expense. On partial days of travel, allowances are prorated based upon departure and return times. If the traveler pays for another person's meal and reimbursement is requested, the name of the person whose meal was purchased, along with a justification for the purchase, must be provided by the traveler on the TEV Check Sheet.
- University policy requires that each traveler submit documentation for travel justification which may be satisfied by submitting a conference program, meeting agenda, visit itinerary, or an email outlining the reason for travel.

## During the trip

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- Always ask for detailed vendor receipts. Retain all receipts and supporting documents. Receipts and supporting documents in a foreign language must be translated into English before submission.
- Travel auditors require that the traveler note the beginning location and ending location on each transportation receipt (such as “from hotel to event program location” or “from hotel to Chicago O’Hare Airport”).
- A detailed receipt is required for any individual meal claim of \$75 or more.

## After the trip

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- The TEV Check Sheet must be completed and submitted to Diana or Jackie along with all travel receipts. Traveler should note expenses for which they are requesting reimbursement on the TEV Check Sheet for each day of travel. Use additional TEV Check Sheets for trips longer than five days. All required justifications must be supplied by the traveler.
- Remember that only business-related expenses can be reimbursed.
- Hotel room reimbursement requires an itemized, zero-balance check-out hotel folio which notes the last four digits of the traveler’s card on the receipt.
- Alcohol is not a reimburseable expense (except for pre-approved business meals and then a \$20 per person maximum applies). A clear deduction of alcohol expense (along with tax and tip percentage attributable to that alcohol expense) must be noted on each receipt on which alcohol charges appear.
- A clear deduction of any non-business related items (such as family-related travel expenses, family members’ meals, extra hotel days, entertainment expenses, and any miscellaneous travel items where there is no business justification) must be noted on each receipt on which these expenses appear and only the traveler’s portion reported for reimbursement on the TEV Check Sheet.
- Following international travel, the traveler must supply documentation from their banking institution, credit card company, etc. regarding the currency exchange rate utilized and any fees paid by traveler for currency exchange. If documentation is not provided TEV reimbursement will be figured by the daily exchange rate calculator utilized by the University Travel Department.

## Have you...

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- \_\_\_\_\_ Provided a conference program, meeting agenda, visit itinerary, or an email outlining the reason for travel as documentation for travel justification;
- \_\_\_\_\_ Provided conference registration confirmation or information;
- \_\_\_\_\_ Provided conference site hotel information;
- \_\_\_\_\_ Provided an itinerary and receipt and/or original passenger receipt for airfare expenses;
- \_\_\_\_\_ Provided an itemized, zero-balance check-out hotel folio which notes the last four digits of the traveler’s card on the receipt;
- \_\_\_\_\_ Noted the beginning location and ending location on each transportation receipt;
- \_\_\_\_\_ Noted the deduction of alcohol expense (along with tax and tip percentage attributable to that alcohol expense) on each receipt on which alcohol charges appear;
- \_\_\_\_\_ Noted the deduction of any non-business related items (such as family-related travel expenses, family members’ meals, extra hotel days, entertainment expenses, and any miscellaneous travel items where there is no business justification) on each receipt on which these expenses appear;
- \_\_\_\_\_ Noted all expenses on the TEV Check Sheet for which you, as the traveler, are requesting reimbursement.