

Arranging Travel and Reimbursement

Preparing Travel Request:

1. Before any travel can be arranged, faculty will initiate an email request with University Shared Services (USS) staff using the USS email: uss-nursing@uiowa.edu to create the travel request. ***Please use the attached template*** to submit information necessary for your trip request. (Dee Baker is the main contact and will reply to the general email above. Back up support are Lindsey Sears and/or Julie Bergeon.) **This step is a requirement before the next steps.**

2. **Registration for Conference:** There are two options available:
 - Option 1: Faculty registers directly and prepays with their own personal credit card. Registration reimbursement occurs after the conference with any other expenses via Travel Expense Voucher (TEV).
 - Option 2: Faculty contacts USS to set up a time to register and pay using the USS-Nursing p-card.

3. **Airfare:** There are two options available:
 - Option 1: Faculty can book airfare and prepay with their own personal funds/credit card. Upon return from the conference, submit receipts for reimbursement directly to USS Staff or use the [New ProTrav mobile app](#). (Please make sure method of payment is displayed and the last 4 digits of the credit card used are printed on the receipt submitted.)
 - Option 2: Faculty can work with Destinations Unlimited (UI Preferred Travel Agencies) and email **Lori Reece** (lorir@duagency.com) or **Susan McCoy** (susan@duagency.com). Either one will be able to assist you in scheduling and booking airfare. Please inform them to contact [Shared Services](#) for payment on the USS Nursing p-card when a final flight has been determined. Lori and Susan's office hours are: Monday - Fridays, 8:00 am – 5:00 pm.

4. **Hotel (one option only):** Faculty schedule their own hotel reservation and may have to prepay the hotel deposit, depending on the hotel policy. Reimbursement will occur after the conference via TEV. Conference site hotels fill up fast, so consider reserving as soon as possible. Please check the hotel's cancellation policy to avoid extra fees, most have up to 24-48 hours. **IF YOU ARE STAYING AT A HOTEL IN IOWA – PLEASE CHECK WITH USS BEFORE YOU BOOK – THERE IS ANOTHER POLICY THAT HAS TO BE FOLLOWED.**

Returning from trip, next steps (TEV):

Faculty need to provide all receipts upon return. Documentation should be electronic or scanned receipts sent to USS via email at uss-nursing@uiowa.edu, unless you used the [New ProTrav mobile app](#) for all your receipts. For general guidelines see the UI [Travel Manual](#) or contact USS uss-nursing@uiowa.edu.