

## Arranging Travel and Reimbursement - Preparing Travel Request Form/fillable & options for purchases

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](mailto:uss-nursing@uiowa.edu) to create the travel request. **Please use the trip request fillable form** 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) by emailing **Lori Reece** ([lorir@duagency.com](mailto:lorir@duagency.com)) 319-393-1359 ext. 307 or **Micki Shanklin** ([micki@duagency.com](mailto:micki@duagency.com)) 319-393-1359 ext. 303. 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 Micki'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.
5. **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](mailto: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](mailto:uss-nursing@uiowa.edu). There are **two** times you approve in Employee Self-Service: **1) trip request; 2) after you submit your receipts.**

**\*\*If you are awarded Faculty Services Travel Award for 2024-25 fiscal/academic year - expenses should be purchased with USS (option 2) if your trip will not be completed, submitted, and workflow is fully approved all by June 30, 2025\*\* If this happens, your request will automatically roll over & used in the following fiscal year. (This will count as your one request in 2025-2026 instead of 2024-2025.)**