University of Northern Iowa  
Culture and Intensive English Program  
Travel Guidelines – Checklist

Purpose
To help CIEP staff members traveling in the state, out of the state or overseas with some travel guidelines and procedures. Faculty, staff, and other persons traveling at the expense of CIEP/UNI are encouraged to use the most economical and appropriate means of travel.

Check list

____ Sign Travel Authorization on “Applicant Signature” line, then submit it to the Secretary for additional signatures (Director, Associate Provost, etc.)

Prepare the following at least 30 days in advance:

Expenses covered by department procure:
____ Travel arrangements (based on most economical method); visit the UNI Office of Business Operation’s page for more information (http://www.vpaf.uni.edu/obo/accounts_payable/tguide.shtml)

- **Flights:** contact Kay Mata (kmata@shortstravel.com) for assistance; create a user profile at www.shortstravel.com/uni and designate a travel arranger (Ana)

- **UNI car:** available for a round trip greater than 100 miles in distance and if the traveler does not need overnight accommodations; the Secretary will make reservations

- **Personal car:** to be used if the round trip is less than 100 miles in distance

____ Conference registration, if applicable

____ Cash advance – *international travel ONLY*; requires two weeks prior notice and approval from the Director

Expenses covered by traveler (able to be reimbursed)
____ Hotel reservations – reimbursements will be limited to single room rate (plus taxes); it is recommended that travelers request state, government, or corporate rates whenever possible; the following *cannot* be reimbursed: in-room movies, athletic facility use, laundry/dry cleaning/pressing, other expenses for personal items, and staying with family or friends

Turn in the following items within 60 days of travel as supporting documents for staff reimbursement:
____ Hotel receipt (itemized by day)
____ Baggage claim tickets
____ Receipts for cabs, shuttles, or parking
____ Copy of itinerary; if attending a conference, mark which sessions were attended

Meal receipts are *not* needed, as UNI reimburses meals on per diem rate:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Travel Times</th>
<th>In-State</th>
<th>Out-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00 – 8:00 am</td>
<td>$6.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 am – 1:00 pm</td>
<td>$9.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:30 – 7:30 pm</td>
<td>$16.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Daily Total**  
$31.00  
$40.00

Reimbursement requests should be fulfilled within ten business days of paperwork submission.