

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 procard:

___ 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:

<u>Meal</u>	<u>Travel Times</u>	<u>In-State</u>	<u>Out-State</u>
Breakfast	6:00 – 8:00 am	\$6.00	\$8.00
Lunch	11:00 am – 1:00 pm	\$9.00	\$12.00
Dinner	5:30 – 7:30 pm	\$16.00	\$20.00
Daily Total		\$31.00	\$40.00

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