

**University of Iowa  
College of Public Health – Master of Public Health  
Travel Policies/Procedures**

In order to receive funding from the MPH Program, please do the following:

1. **Trip Approval Form** (must be completed prior to the trip per University guidelines. If not completed before the trip, you will not be reimbursed.)

Please e-mail Ryan Bell ([ryan-a-bell @uiowa.edu](mailto:ryan-a-bell@uiowa.edu)) with the following trip details ASAP.

**Destination: City, State** \_\_\_\_\_

**Date of Departure: MMDDYY** \_\_\_\_\_

**Date of Return: MMDDYY** \_\_\_\_\_

**Travel is on University related business for the purpose of (name of meeting attending)**

\_\_\_\_\_

***\*\* If you are also receiving funding from other departments in the College or University for this same trip, you must let us know so that we may coordinate with them in the reimbursement process.***

2. **Receipts** (must be turned in within **30 days** of returning from trip or reimbursement is not guaranteed).

**Original itemized receipts** are needed when asking for reimbursement. The receipt should show the vendor name, amount and whether it was paid by check or credit card. If paid by credit card, the receipt needs to show what type of card was used. If Visa was used, the receipt should show the first four digits (to verify that it isn't a University Procurement Card). If another type of card is used, no additional information is needed. If a check was written for payment, we will need a copy of the front and back of the canceled check or a copy of the bank statement. (If a check, the check needs to be signed by the payee and has to been cashed through the bank. This is a copy of both sides of your check after it has gone through the cashing process and is marked by the bank as cashed.)

**NOTE:** Copy and pasting data from an email onto a Word document does not suffice as a valid receipt. A copy of the original email confirmation/receipt needs to be submitted.

Receipts will be needed for the following:

- **Airfare**\* - If an airfare ticket was issued, the original must accompany the travel expense voucher for reimbursement. If an electronic ticket was purchased, the passenger receipt, itinerary and receipt of purchase will be needed for reimbursement.
- **Hotel** - (per diem per state is listed on UI web page). If you make a hotel reservation online and pay an initial fee, the University needs a copy of the online confirmation as well as a copy of your credit card statement. Otherwise the original hotel receipt is all that is needed.

If two or more people share a room, who are attending the conference, **I will need the names of those sharing the room**. You should ask the hotel to bill each person individually. If the hotel is unwilling to do this, then one person can pay the entire bill (payer) and the others

(payees) reimburse the payer for their portion. If the payees are going to claim reimbursement for the room, they need to provide proof of payment to the payee. This can be done either by a copy of the canceled check (Both sides. This means the check needs to be signed by the payee and has to been cashed through the bank. This is a copy of your check after it has gone through the cashing process and is marked by the bank as cashed.) or by a signed statement from the payer stating that they received reimbursement from \_\_\_\_\_ in the amount of \_\_\_\_\_ for the hotel room.

- **Other Housing** – if you are not staying in a hotel and you are unable to pay by credit card or check, please see Ryan Bell for the necessary documentation **prior to travel**.
- **Taxi/Airport Shuttle** – receipt **required** for reimbursement (Taxi to/from airport ONLY)
- **Automobile Mileage** – Mileage will be reimbursed as described in the UI Travel Manual.  
**Note:** Motor pool vehicle rental is not typically an option for MPH-related travel and must be approved for reimbursement by the MPH program **prior to travel**.
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- **Registration** – receipt **required** for reimbursement
- **Parking** – receipt **required** for reimbursement (Airport parking ONLY)
- **Food** - Food is nonrefundable
- **Gas** – Gas is nonrefundable.

**\*\*\* Please check over all of your receipts to be sure you have everything in order. If a receipt does not show a method of payment on it, you will still need a form of proof of payment. For example, if you paid for your airfare on your credit card but your receipt does not show that it was paid by credit card, you will need to submit a copy of your credit card statement that reflects the corresponding transaction.**

### 3. **Reimbursement process**

The MPH program will issue your reimbursement as a travel award as opposed to reimbursing through a travel expense voucher in the ProTrav system. This kind of award applies toward your U-Bill if there is an outstanding balance. If there is no balance on your U-Bill, you will be issued a check (or deposited into your account if you have direct deposit set up with the University). If you have a balance that is for less than the reimbursement amount, you will receive a check/direct deposit for the remainder of the award after it is applied to your balance on your U-Bill. The process of reimbursement could take up to 4 weeks to complete as it has to go through many steps. Please be on the lookout for a deposit in your account if you have Direct Deposit set up or a check in the mail if you do not have Direct Deposit set up.

**Questions?** Contact Ryan Bell ([ryan-a-bell@uiowa.edu](mailto:ryan-a-bell@uiowa.edu)) or Lexie Just ([lexie-just@uiowa.edu](mailto:lexie-just@uiowa.edu))