

IOWA INITIATIVE FOR SUSTAINABLE COMMUNITIES

TRAVEL & REIMBURSEMENT GUIDELINES

Last Updated February 2020

Iowa Initiative for Sustainable Communities (IISC) provides travel arrangements and reimbursements for trips related to our program. To ensure that IISC can successfully plan travel locally and throughout the state, please use the following guidelines.

1. SUBMITTING TRAVEL REQUESTS

To request travel from IISC, use the online Travel Request Form found on the IISC website (<https://iisc.uiowa.edu/students>). Travel arrangements should be requested at least four business days prior to the departure date. If multiple persons are traveling for the same project or event and require separate travel arrangements (such as different departure or return times), each group should submit a separate travel request. Upon receiving the travel request, IISC staff will make the appropriate travel arrangements and follow up with the requester through email.

2. OVERNIGHT STAYS

IISC partners with several hotels around the state to reserve hotel rooms as needed for overnight trips. When IISC reserves hotel rooms for students, the policy is to reserve double rooms with two queen beds to allow two students per room. If alternative arrangements are needed, please make this known to IISC staff.

3. TRANSPORTATION OPTIONS

Two transportation options are available for IISC trips: reserved university vehicles or reimbursement for driving a personal vehicle. Please view the below guidelines for each option to determine which will work best.

4. RESERVED UNIVERSITY VEHICLES

IISC Communities prefers to reserve vehicles from Fleet Services for trips. 5-person sedans and 7-person vans are available. IISC will reserve these vehicles, and travelers will pick them up from University Fleet Services. To drive a university vehicle, students must be currently employed by the University of Iowa. If there is not at least one person in a group/class eligible to drive each car needed, the group/class is not eligible for this option.

5. UNIVERSITY VEHICLE DRIVERS

To drive the university vehicles, individuals must be currently employed by the University of Iowa in some capacity. Before being approved to drive the vehicles, Fleet Services will review

each person's driving history. Individuals who are out-of-state drivers will need to approve a review process through their University of Iowa email.

6. UNIVERSITY VEHICLE PICK-UP

Fleet Services is located at 155 West Harrison Street. Drivers will need to pick up vehicle keys from Fleet Services staff, who are located in a small building off to the side of the parking lot (see map: <http://maps.uiowa.edu/fs>). University vehicles will need to be picked up from Fleet Services by the approved driver. Only approved drivers will be able to drive fleet services vehicles. When picking up a reserved vehicle, one person per reserved vehicle may leave a personal vehicle in the Fleet Services parking lot free of charge. The Fleet Service staff will provide a parking pass for this vehicle. Pick-up times must be within Fleet Services operating hours, listed below:

- Mon-Fri: 7:00am - 6:00pm
- Saturday: 8:00am - 11:00am during Fall/Spring semesters only
- Sunday: Closed

7. DRIVING A UNIVERSITY VEHICLE

GPS devices are available in reserved vehicle upon request.

If gas is needed during the trip, personal funds should not be used as the University of Iowa does not reimburse students, faculty, or staff for the costs of fuel. Every university car includes a university credit card in the glove compartment that should be used for purchasing fuel. This will charge the university directly.

8. UNIVERSITY VEHICLE DROP-OFF

After completing a trip, vehicles need to be returned to Fleet Services. Vehicles can be dropped off at any time and do not need to be within Fleet Services' operating hours. If dropping off a vehicle after hours, keys should be placed in the drop box outside the office.

9. UNIVERSITY VEHICLE CANCELLATIONS

If a car that has been reserved needs to be cancelled, IISC must be notified at least 2 hours prior to the pick-up time of the car. Please e-mail iisc@uiowa.edu for notice of vehicle cancellations.

10. DRIVING PERSONAL VEHICLES

If no one within the travelling group is eligible to drive university vehicles, IISC will provide reimbursement for driving personal vehicles. Individuals who plan to travel using personal vehicles will note this on the travel request survey.

11. REIMBURSEMENT FOR DRIVING PERSONAL VEHICLES

IISC will reimburse drivers for the mileage on their vehicle. Mileage reimbursements occur after the trip and are based on the University of Iowa's mileage reimbursements policy, which is available at this address: <http://www.uiowa.edu/ap-purchasing/domestic-travel#mileage> . Note that because the reimbursement is for mileage, the university does not require any receipts for gas expenses to process reimbursements. To receive a reimbursement, each driver should contact IISC staff (iisc@uiowa.edu) with the following information after the trip has been completed:

- Driver's Name
- HawkID
- Address of trip starting point
- Address of trip destination
- Purpose of Trip
- Departure Date and Time
- Return Date and Time

12. REIMBURSEMENT FOR MEALS AND PROJECT SUPPLIES

IISC will bear all costs associated with our projects. University of Iowa faculty, staff, and students should not use personal funds for project expenses, including meals and project supplies. In the event that personal funds are used to pay for a project or event expense, IISC will provide reimbursement. Please see the following for specific instructions on submitting meal expenses for reimbursement.

13. DETERMINING YOUR PER DIEM

The University of Iowa uses a pro-rated per diem to reimburse university members for meal expenses incurred during travel. Please use the chart below to determine which meals will qualify for reimbursement while traveling:

On date of departure the traveler must leave prior to:	On date of return the traveler must return after:
6:00am to claim breakfast	8:00am to claim breakfast
11:00am to claim lunch	1:00pm to claim lunch
5:30pm to claim dinner	7:30pm to claim dinner

If three meals are claimed for a given day, the maximum in-state per diem is \$31 for that day. If less than three meals are claimed for a given day, use the following list to determine the maximum reimbursement rate for each meal:

- **Breakfast** up to \$11.00
- **Lunch** up to \$16.50
- **Dinner** up to \$27.50

14. SUBMITTING EXPENSES

To request a reimbursement from IISC, please send your receipts by e-mail to iisc@uiowa.edu or in an envelope to 347 Jessup Hall, following the guidelines below.

- Individuals must save all of their receipts for meals or other purchases.
- Receipts must be itemized and must include the method of payment.
- The individual who made the payment should write their name on each receipt.
- If an individual paid for the meals of several travelers on one receipt, the names of those travelers must be provided with the receipt. If one receipt includes meals for more than one traveler, please indicate who ordered each item on the receipt.
- Include departure and return times from Iowa City in the e-mail or envelope.
- To ensure the fastest processing time, provide all receipts from a trip in one envelope or email.

For more information on the University of Iowa's meal reimbursement policy, please see: <http://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/travel-regulations/policy#h>.

Checks will be direct deposited, held for pick-up, or mailed to each person's address according to the preferences filed with Accounts Payable. To review or change these preferences, please contact Accounts Payable at 355-2207.

15. QUESTIONS

For general travel guideline questions, please contact iisc@uiowa.edu or 319.335.2798 with questions about reimbursement or travel guidelines. General questions about university vehicle procedures can also be directed to Fleet Services at 319-384-0564.