

University of Northern Iowa

Accounts Payable Travel Checklist

A. Prior to Travel

1. Review the travel guidelines on the OBO website.
2. Download the travel form from the Forms Repository or the OBO website.
3. Complete and sign the travel authorization.
4. Obtain supervisor's signature.
5. Identify the most economical and feasible means of travel, e.g., airplane, university vehicle, or personal vehicle.
6. If traveling by airplane, make every effort to book your travel at least 30 days in advance. Approved travel agents are Short's Travel and Travel & Transport. **The university will not pay for any type of trip insurance.**
7. If traveling by university vehicle, contact Motor Pool at 3-2610 to reserve a vehicle at least 48 hours in advance.
8. If choosing to travel by personal vehicle rather than by airplane you must obtain an estimate of airfare ideally 30 days in advance of travel.
9. If you are renting a vehicle during travel, prior to leaving campus you must obtain an insurance card from the Motor Pool or the Office of Business Operations – Accounts Payable.
10. Airfare and conference registration can be charged to the procurement card. Hotels must be charged to a **personal** credit card.

B. During Travel

1. Obtain receipts for expenses, receipts should be itemized and not the credit card receipt. There are certain situations where a receipt may not be available such as a taxi, shuttle, etc. In these types of situations there is no requirement for a receipt, but please itemize these expenses on your travel form upon return.
2. Hotel receipts should be itemized by day.
3. Unless traveling internationally, decline rental car insurance. The university insurance covers all rental cars domestically. See item #9 above.
4. As a reminder, meal reimbursements are for actual expenses up to the maximum per diem allowed given applicable in-state/out-of-state per diem guidelines.

C. Following Travel (within 60 days of return)

1. If you attended a conference the conference agenda must be attached.
2. Attach airfare documentation with ticket number identified if applicable. The ticket number is typically 13 digits and is different than an itinerary number.
3. Verify appropriate mileage rate (GFV vs. POV), refer to the OBO website for detailed explanation.
4. Verify that the appropriate meal allowance has been utilized (in-state vs. out-of-state).
5. Provide account number(s) that expenses should be charged to.
6. Signed travel reimbursement by both employee and supervisor.
7. Submit travel reimbursement to OBO, mail code 0008.

Accounts Payable strives to meet our goal of processing all Request for Payments, including travel, within 7 calendar days of receipt, assuming appropriate documentation and approval. Once the audit and data entry is complete, direct deposit payments are initiated daily. For those who have not signed up for direct deposit, checks are issued on

Wednesday of each week. Questions or concerns should be directed to Jackie Burvee 3-2212 or Lisa Steimel 3-5472.