DPA Travel and Purchasing Policies

Find general information on business travel at the following link:
https://ap-purchasing.fo.uiowa.edu/travel

DPA faculty and staff with approved travel funds may book travel with a personal credit card and request reimbursement upon return or use a UI Pcard. Faculty and staff who do not already have a PCard can contact Michelle Worrell to request one. An online training course is required in order to receive a PCard and individual travelers are responsible for complying with all UI travel policies.

Please direct questions regarding travel to DPA shared services (Kelly Riessen):

uss-music@uiowa.edu
uss-dance@uiowa.edu
uss-theatre@uiowa.edu
uss-dpa@uiowa.edu

Setting up a Trip in Self-Service

Prior to departure, you must create and submit a trip to workflow allowing enough lead time for departmental approvals. You may do this by logging into UI Self Service – Parking and Travel – Create a New Travel Tip or logging into ProTrav directly. How to create a TRIP.pdf

Enter your MFK in the funding section of your trip. If you do not know the MFK, select the box “no department funding” and you do not have to fill out any account information – HOWEVER – Shared Services (Kelly) will need to know the funding source, so add that in the comments so she can look up the MFK(s) for you.

Guest Artists Accommodations/Travel

You may use a UI PCard to cover guest accommodations but the honorarium should include any other travel costs the host wishes to cover, if any. This allows the guest to book his or her own travel. See special hotel rates for UI guests at the link below. In order to receive the discounted rate, use a UI Pcard for the reservation and payment. If using state (050) funds, make sure the lodging provider has received human trafficking prevention training. If a non-compliant hotel is used for lodging, meetings, or other state-funded event, reimbursement will not be allowed. https://stophtiowa.org/certified-locations (list of compliant local hotels).

Discounted hotels:
https://ap-purchasing.fo.uiowa.edu/travel/preferred-vendors/iowa-citycoralville-hotels
(scroll to bottom of page)
Purchases with other supply vendors

Online vendors: If you do not have access to a PCard, send a direct link of the item you want to purchase to your shared services contact. Include in your email the funding source. Faculty and staff making frequent purchases should apply for a UI PCard.

University purchases with Amazon will no longer be made through www.amazon.com with your procurement card. All purchase will be made through the eBuy business account.

Payment of Invoices

Send invoices to your shared services contact along with your approved funding source.

Funding Questions

Please contact Michelle Worrell when requesting fund balance information or expense reports.