FY18 DPA Business Services

Guest Artists – DPA Direct billing at local hotels

1. Lodging

Iowa House Reservations:

   Phone: 319 335 3513  Reservation # 1865

Sheraton Hotel Reservations:

   Phone: 319 337 3392            Reservation # 6578

How to use the above accounts: When making the above reservations ask for room and taxes only to be direct billed. Make sure appropriate funding is secured before making the reservation. Expenses other than room and tax (i.e., meals, etc) may become your responsibility if they show up on the invoice. Invoices will be sent directly to the DPA Business Office in VOX by the hotel. At the time of making the reservation contact Kim Smith kimberly-k-smith@uiowa.edu to provide details of the reservation along with funding source to be used.

Faculty or Guest Travel Options

1. Meacham Travel: Call 319 351 1360 (http://www.meachamtravel.com/) and make reservations. If your funding covers the entire cost of the airfare, ask for the airfare to be charged to Kim Smith’s Department credit card. Meacham will obtain Kim’s approval before charging her card. Send an email to Kim providing the funding source you want to use.

2. Use a department department pcard if available.

3. Pay using your personal credit card and submit receipts for reimbursement after your trip to uss-riessen@uiowa.edu (Music or Dance) or uss-niebuhr (Theatre or PAPU).

ProTrav Trip in Self-Service

Trips are required to be submitted and approved in Self-Service prior to departure of your trip. You can get access by logging into self-service and clicking on the ‘Create New Trip’ under the ‘Travel’ section. Link to setting up a trip instructions:


Link to travel policies, preferred car rental agencies, meal reimbursement rates, international travel, etc:

https://uiowa.edu/ap-purchasing/travel

In the funding section if your trip, select the box that says “no department funding” and you will not be required to fill out any account information. The DPA Business Office will fill out this information when the form is submitted.

Purchases with other supply vendors:

1. Amazon or other online vendors: If you do not have access to a pcard, send direct link of item you want to purchase to kimberly-k-smith@uiowa.edu or uss-riessen@uiowa.edu (Dance, Music or DPA) or uss-niebuhr for Theatre and PAPU orders. Include in your email the funding source.

Payment of Invoices: Send invoice to uss-riessen@uiowa.edu (Music, Dance, or DPA) or uss-niebuhr (Theatre or PAPU) along with funding source.

Funding Questions: Please contact Lisa Krause when requesting fund balance information or expense reports.