MEMORANDUM

TO:                 Deans, Directors, and Departmental Executive Officers
                       University Travelers and Procurement Cardholders

FROM:            Debby Zumbach, Director of Purchasing

RE:                  Revision to Travel Policy

Date:               July 12, 2013

Recommendations from the Auditor of State in recent departmental audits have prompted changes to the University of Iowa’s travel policies. These changes have been reviewed by University administration and are effective immediately.  The following is a summary:

1)    Travel expense approvers responsibilities are clarified.

2)    Travel expense vouchers (TEV) submitted after 120 days will be reimbursed, however, the reimbursement will be treated as taxable income and included on the employee’s W-2 in accordance with Internal Revenue Service (IRS) regulations.

3)    Original receipts must be retained by the department until the TEV has been approved by the Travel Department AND posted to the General Ledger.

4)    Moving expense mileage rate has been adjusted based on IRS regulations.

5)    Lodging reimbursement is limited to the actual/reasonable cost for a standard room.  The citation of 200% of federal travel directory per diem is being eliminated from the policy.

6)    Conference site hotel documentation must be provided with request for reimbursement.

7)    Registration or meeting agenda must be provided at the time of reimbursement documenting which meals are included.

8)    Meals included in the registration for a conference/meeting should not be claimed for reimbursement without specific justification for the exception.

9)    Out of state and international travel must be processed through workflow via ProTrav before the trip begins.

10) Travel expense approval by the traveler and signatory authorization of their supervisor, department head, dean **or their delegate.**

These policy changes are in [Chapter 22 of the Operations Manual](http://www.uiowa.edu/~our/opmanual/v/22.htm).  A summary of the changes is also located on the [travel website](http://www.uiowa.edu/purchasing/travel/docs/ComparTravelPolicyChngsCampus_7113.docx).

Please share this memo with appropriate departmental faculty and staff.  Questions related to this new policy may be directed to Debby Zumbach at deborah-zumbach@uiowa.edu or phone 335-3815 or Dani Weber at danielle-f-weber@uiowa.edu or phone 353-2503.