

Out-of State Professional Travel

The Department uses the web-based travel system for all employee Out-of-state Travel Authorizations and travel reimbursements. Even though the University does not require Travel Authorizations, the department is still requiring them. This information allows the main office to know when you are out of town and when you'll be back so that meetings can be scheduled etc. Occasionally we have to contact travelers for emergencies. In addition, this helps Deb out tremendously with budgeting issues. Also, you may have heard that travelers can get on-line and do their own Travel Authorizations and submit their own expenses for reimbursement; however, **we do not want you to do this**. We want you to follow the guidelines stated below.

Before leaving on business travel, please complete a hard copy draft of the Travel Authorization (new version, please use this one) and give to Rachel (203 East Hall). Within 10 days after your trip, please complete the Travel Reimbursement Form and give to Rachel. (Copies of these forms are attached.)

If you are working with the ISU travel agency, Travel & Transport, for your airfare, you will need to give Rachel a copy of the itinerary with your draft. **You or your assigned secretary will need to make the reservations. Rachel will not be making your airline reservations; she only processes the authorization.**

For reimbursement, please keep track of all actual expenditures and record them on the spreadsheet in the currency they were paid in, noting if it is **not** US dollars. Rachel will adjust the meals as necessary to conform to university rules and will use the ISU recommended Internet currency converter to change to US dollars. All the same, receipts and documentation are still necessary and should be submitted with your travel expense spreadsheet. If any required documentation is missing, Rachel will notify the traveler, and he or she will be responsible for locating or requesting a copy of the receipt and giving it to Rachel. She will then complete the reimbursement process. Checks will no longer be issued for reimbursement. Instead, the funds will be ACH deposited in the same bank account as your payroll check.

Rachel also processes the Professional Advancement Grants (PAG) for Graduate Students since she will need to process the Out-of-state Travel Authorization and the travel reimbursement once the PAG is approved. Please see Rachel when you need to do a PAG application. Also, see the Graduate College web page for the PAG application form and more information:
www.grad-college.iastate.edu/gpss/PAG/index.html

Should Rachel be on leave (not just on break), please see Ramona. She will determine if it can wait for Rachel to return, or if we need to take action immediately (e.g., an airline ticket needs to be ordered right away).

Please do not hesitate to call (294-1705) or e-mail Rachel (rmb@iastate.edu) with any questions.