Contractors/Consultants who are contracted to provide professional services to the University of Iowa are eligible for some University travel discounts and may utilize the services of the university’s travel service providers.

PREFERRED TRAVEL AGENCIES:
Meacham Travel Services (319) 351-1360
Winebrenner Red Carpet Travel Service (319) 384-7100
These agencies can provide airline discounts on American Airlines, Northwest Airlines, or United Airlines if you tell them that you are traveling on official University of Iowa business. These discounts may be applied only when the University of Iowa is paying for the airfare directly or indirectly.

CAR RENTAL:
Contractors/consultants may use the University’s preferred car rental provider, National Car Rental, when on contract with the University and when car rental expense is paid either directly or indirectly by the University. The Contractor must obtain the University’s Discount code and a letter of eligibility from the department securing their services. The letter should be on University letterhead and must state that the Contractor/Consultant “has been retained by the University of Iowa to provide professional advice, furnish materials, or perform services for and on behalf of the University.” This eligibility letter must be with the renter at time of rental. The University’s discount rates and contract benefits (unlimited mileage on most rentals, and liability and LDW insurance coverage provided by National Car Rental) are included in the rental when the University’s discount code is included in the rental.

LODGING:
A list of local preferred hotels and University discount rates may be obtained from the University department or the University Travel Office (335-0114). Once the Contractor/Consultant has made a hotel selection from this list, the University department should secure the reservations in order to obtain the University rates and to arrange for direct billing to the university. If the Contractor/Consultant pays for the hotel directly, it is at the local hotel’s discretion to apply the University’s discount rate.

Disclaimer: The above general information is provided for the convenience of University contractors and consultants. The decision to use any particular vendor listed above rests solely with the consultant or contractor. The University does not warrant, endorse, or guarantee the quality, quantity, or appropriateness of any goods or services a vendor may provide.

MEALS:
In order to be reimbursed for meals as travel expenses, the traveler must be in travel status during the following time frames to qualify for individual meal reimbursements:

<table>
<thead>
<tr>
<th></th>
<th>Departure Date Leave Prior to</th>
<th>Return Date Arrive After</th>
<th>Daily Allowance % each Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00 am</td>
<td>8:00 am</td>
<td>20%</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 am</td>
<td>1:00 pm</td>
<td>30%</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:30 pm</td>
<td>7:30 pm</td>
<td>50%</td>
</tr>
</tbody>
</table>

Travel status is defined as the time the traveler leaves their home or office until the time the traveler arrives back at their home or office – not flight times.