

UI Design & Construction Travel Informational Advisory

UI Preferred Travel Vendors/Discounts & Policies

(information condensed from [UI Travel website](#))

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:

Destinations Unlimited (319) 351-4510 (<https://duagency.com/uiowa-travel/#>)

This agency can provide airline discounts on Delta 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.

Airfare

Allowable Class of Service

Only **Coach class** airfare is allowable for University of Iowa business travel.

Travelers are expected to obtain the **lowest available fare** that reasonably meets their business travel needs. To get the best price on airfare, it is important to book the flight in advance, usually 14-21 days in advance. Payment usually must be made within 24 hours of the reservation and is normally non-refundable, except on full fare non-restricted tickets.

Transportation

Mileage

NOTE: Anytime the mileage claim exceeds \$300 or the round-trip travel time exceeds eight hours, an airfare quote from a preferred travel agency should be obtained. The mileage claim may not exceed round trip coach class fare for business days of travel plus ground transportation to and from airports.

Car Rental

Contractors/consultants may use the University's preferred car rental providers, National Car Rental or Enterprise Rental Agency, 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 and Enterprise) are included in the rental when the University's discount code is included in the rental. No additional insurance should be purchased and may not be reimbursed.

Receipts—Reasonable rental car charges for standard/mid-size vehicles are allowed. **Itemized car rental receipts are required.** This must be the final receipt given upon returning the vehicle. Initial rental agreements alone are not sufficient.

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 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 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.

Meal Guidelines

Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. **Meal tips should be included in the meal claim.** Attach a receipt for ALL meal claims.

Allowances

- Actual meal expenses should be claimed and may not exceed the maximum daily allowance.
- Meal tips should be included in the meal claim and may not be claimed as a separate expense.
- Claims *up to* the full maximum are allowed.
- When meals are provided or paid for by another traveler (shared meal), then individual daily meal allowance is reduced accordingly.
- Meal costs over the maximum allowance are at the traveler's expense.
- **Alcohol is not a reimbursable expense**, associated tip and taxes need to be removed.

Shared Meals

If one person paid for meals for another individual(s) these expenses should be claimed by the individual who paid. The person who did not pay should not claim an expense for that specific meal. The person who paid for and is claiming the expense must include names and affiliations of all meal attendees included in the expense.

Refer to Purchasing, Accounts Payable & Travel website for additional information:

<https://ap-purchasing.fo.uiowa.edu/travel/domestic-travel>