Creating a Trip
Navigate to the UIowa website and click on “Faculty/Staff”
Select “Employee Self Service”
Login using your HawkID
Select the “Administration” tab
Click on “ProTrav/Pcard (Vouchers & Travel)”
Select “Create new trip”
Select yourself as principal traveler
Enter trip essentials. “Purpose of travel” and “Type of travel” will always be the same. Enter the name of your event into the “Trip Description” and your location under “Trip comments”
Complete the “Trip Destinations” section and be sure to save what you enter. If your city is not listed on the drop down menu, select “Other” and type in the name of your destination city.
Sport Clubs trips should not include any personal travel.
Enter information for the club’s lodging during your trip if applicable. Be sure to save your work when you are finished.
If you are using your club account to pay for any part of the trip, select “Yes” for University Funding and click “Continue” to proceed to entering your club’s account information.
Enter the Funding MFK as shown. The "SDEPT" section will be specific for each individual club.
After you have entered the Funding MFK and your club’s account number, save the MFK and click “Continue”
Review all trip details to ensure the information you entered is correct.
After you have confirmed all trip information has been entered correctly, click “Submit Trip”
You must now route your trip with Workflow. Click “Continue with Workflow”
Select the Rec-Services routing option and click “Continue”
If the Sport Clubs Coordinator is not listed, select the “NOT LISTED” option and click “Continue”
Enter the name or ID number of the Sport Clubs Coordinator and click “Continue”
After your transaction has been routed for approval, no additional steps are required.