Reimbursements
For Lodging
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 TEV”
Search for trips under the name of the traveler seeking reimbursement
When you have found the correct trip, click on “Create/View TEV”
From the “Expense type” dropdown menu, select “Hotel”
After you have selected “Hotel” you will be presented with a subgroup menu. Typically you will now select “Hotel room”
Enter the date on which your personal card was charged by the hotel in the box.
Provide an explanation of your expenses in the comments box. You may only enter one base room rate and daily tax rate. **Combine the charges of all rooms your club will be staying in for one night.**
You will now enter your room’s combined charges for base rate and daily tax, along with the number of nights stayed in the hotel. Total expense will be automatically calculated.
Select if your hotel was an official conference site or headquarters.
Review the expenses for your TEV. When you have confirmed all information, click “Save and Proceed to Accounting Page”
Select your desired payment method and review your club’s MFK number. When you have verified all information as correct, click “Save and Proceed to TEV Summary/Review”
You should now attach necessary files for your trip. Click “Attach file/s” on the right-hand side of your window.
Select the files you wish to attach. Remember to click “Add Attachment” when this is complete.
Attaching an itemized receipt from the hotel, your ProTrav reimbursement form, and a Hotel Verification are necessary for lodging. Each trip should have a proof of competition attached. When complete, submit your TEV to workflow.
Reimbursements
For Mileage
Navigate to the U Iowa 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 TEV”
Search for trips under the name of the traveler seeking reimbursement
When you have found the correct trip, click on “Create/View TEV”
Select “Mileage” from the dropdown menu presented after you have selected “Transportation”
Select the date you returned from your trip.
Your destination should be pre-loaded. Click on the “Mileage calculator” button to use the University’s approved mileage calculator.
Enter the starting and ending points of your travel and click “Get Mileage” to complete your calculation.
Calculate any additional mileage necessary and justify your total miles traveled in the comments box. The rate of payment will be adjusted to University standards for travel. Be sure to save your expense.
After you have reviewed your reimbursement save and proceed to the accounting page.
Select your desired payment method and review your club’s MFK number. When you have verified all information as correct, click “Save and Proceed to TEV Summary/Review”
If you have finished entering items for reimbursement, submit your TEV to Workflow for approval.