**Purpose:** The purpose of this procedure is to outline the steps required for SOM faculty/staff traveling on University business or for Professional Development.

**Policy Statement:** UIW will pay reasonable travel expenses incurred by employees who travel on UIW business. Traveling employees must make every effort to minimize travel costs. The following rules govern travel expenses:

- The Department Director must authorize the travel for faculty/staff in advance;
- The Dean must authorize travel for department directors in advance;
- The Provost must authorize travel for Deans in advance;
- Travel must be in the best interest of UIW/IWHS/SACHS. Examples include but are not limited to:
  - Training purposes
  - Attending meetings/conferences
  - Travel as a result of being elected as an officer in a professional organization
  - Travel to other educational institutions or agencies to review projects or programs
- Original receipts and documentation are required for out-of-pocket expenses including charges on UIW credit cards.
- Transportation and/or other travel arrangements must be coordinated through UIW’s travel agency.

I. **Procedure** – For Professional Development travel (i.e. Conferences, CME events/meetings)

A. **TRAVELER Responsibility**

1. Traveler should complete the following pre-approval documents and submit to their assigned Admin (see list in OneDrive Travel folder) as soon as possible:
   a) UIW General Travel Expense Form – TOP PORTION AND FIRST COLUMN (see OneDrive travel folder): must include documentation of flight preference/estimated expense, hotel preference/expense, conference program (for anticipated meal expense) and registration expense – required for confirmation of available funds from budget
   b) Rental car request form (only if vehicle is needed)
c) Internal Leave Request Form – required for coverage of responsibilities
2. Traveler must submit all forms (with requested documentation) to admin for budget review and approval by the Dean before arrangements are made
3. \textit{(AFTER TRAVEL)}: Travel Expense form must be completed (column 2 and signature) and submitted to admin for Dean’s final signature immediately upon return from travel

\textbf{B. ADMIN Responsibility}
1. If approved, admin will provide traveler and Accounts Payable with a copy of the signed expense form, per the UIW travel policy
2. Admin will work with Travel agent and Vehicle Services (if rental car is needed) to make requested reservations
3. Admin will email airfare quote to traveler for approval – approval response must be sent back immediately – written confirmation is required by travel agent to book
4. Admin will book hotel and send necessary authorization forms if traveler doesn’t have a University-issued credit card for payment;
5. Admin will send all details to traveler once arrangements are finalized (flight, hotel, car)
6. Admin will send final signed expense form \textit{(after travel)} to Accounts payable and provide traveler with a copy

\textbf{C. Travel Agent/Vehicle Services Responsibility}
1. Jeanne Shadle (Travel Partners) will book flight and send final confirmation to Admin
2. Jessica Cevallos (UIW Fleet Coordinator) will book rental car and send confirmation to Admin