



Purchasing, Accounts Payable & Travel
202 PCO
Iowa City, Iowa 52242-2500

ProTrav Acknowledgement of Expenses

This form can be used to obtain Non-University Traveler's signature for expenses claimed on behalf of the University of Iowa.

Traveler's Name: _____

Dates of Travel: _____

Please reimburse the following expenses related to my recent travel on behalf of or at the request of the University of Iowa:

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Airfare | <input type="checkbox"/> Mileage |
| <input type="checkbox"/> Meals | <input type="checkbox"/> Ground Transportation |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Misc. (Phone calls, tips, etc.) |

**Traveler's
Signature:** _____

By signing, the traveler signifies that the claims are an accurate representation of actual travel costs and that the expenses claimed here will not be claimed in duplicate from the University of Iowa, any other source or claimed as a business expense for IRS tax purposes.

Note to Department: This form only serves as the traveler's approval. You must still submit the TEV to Workflow to obtain all required departmental signatures. Please attach this form to the TEV cover sheet and send it along with any required receipts to the Travel Office, 202 PCO.