

# IOWA

Accounts Payable and Travel | 202 PCO | 319-335-0115

## ProTrav Trip Creation

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This document provides comprehensive guidance for creating and submitting a travel request in ProTrav, the University's travel management system. It outlines each step of the trip creation process, including traveler details, itinerary information, funding, cash advances, and workflow submission requirements. The guide also highlights key compliance considerations such as travel advisories, emergency contact information, and international travel registration. The procedures outlined ensure travel requests are complete, accurate, and aligned with University travel, funding, and risk management policies. This guide applies to employees, students, and non-University travelers whose travel is conducted on behalf of the University of Iowa.

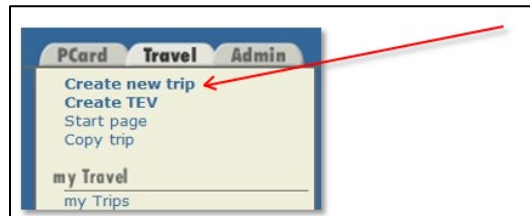
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### Create New Trip

A trip should be created for anyone traveling on behalf of the University, regardless if the University is funding the trip or a 3<sup>rd</sup> party is paying the expenses. Registering a trip will ensure that there is necessary information to get ahold of a traveler should the need arise due to an emergency.

Click **Create new trip** on the sidebar to the left. You may create a trip for any UI employee, student or non-UI traveler without them being listed under your “my Travelers” section.



### Principal Traveler

*Who is Traveling:* Indicate whether the traveler is yourself or another individual. When **your name** is selected, it will enter you as the traveler.

A screenshot of the 'Create a Trip' form. At the top, there are three steps: '1 Trip Basics' (highlighted in green), '2 Funding', and '3 Submit'. Below the steps is a paragraph of text explaining the trip creation process. Underneath, there is a section for 'Principal Traveler' with a 'help' link. Two buttons are visible: 'QIANYING LI' and 'SOMEONE ELSE'. Below these buttons is a text input field for 'Name | Department | Address' and a note: '\* Please select the individual traveling on University of Iowa business.' A '\* required fields' note is also present.

If you select **Someone else**, you may search for UI Faculty/Staff, UI student or non-UI Traveler. If searching for UI employee or student, you may search by their HAWK ID.

A screenshot of the 'Principal Traveler' search form. At the top, there are two buttons: 'QIANYING LI' and 'SOMEONE ELSE' (which is selected with a green checkmark). Below the buttons, there are two search options: 'Find traveler by type and name' and 'Find traveler by Hawk ID'. The 'Find traveler by type and name' section has a 'Traveler Type' dropdown menu set to 'Faculty/Staff/Student', and two text input fields for 'First name' (containing 'Deborah') and 'Last name' (containing 'Zumbach'). There is an 'Add traveler' button below these fields. The 'Find traveler by Hawk ID' section has a text input field for 'Hawk ID' and an 'Add traveler' button.

The screenshot shows a user interface for selecting a traveler. At the top, it says "Principal Traveler" with a help icon. Below this are two buttons: "QIANYING LI" and "SOMEONE ELSE" with a green checkmark. Underneath, there is a label "Name | Department | Address". A search result is displayed in a yellow-highlighted box: a green checkmark icon followed by the text "Debby J Zumbach | VPFO-Finance & University Serv | 231 WCTC".

If more than one result, select the appropriate traveler by clicking on the radio button to the left of their name.

### Trip Essentials – Purpose of Travel

Enter **Trip Description**, **Purpose of Travel**, and **Type of travel**. Comments may be added but are not required.

The screenshot shows the "Trip Essentials" form. It includes the following fields: "Trip Description \*" (text input), "Purpose of travel \*" (dropdown menu with "- select -" selected), "Type of travel \*" (dropdown menu with "Individual" selected), and "Trip comments" (text area).

### Justification for Business Travel:

Based upon Purpose of travel, Justification for Business Travel, and Trip Description will be required. The options for purpose of travel include Attendee/Participant, Presenter, Support, or Other

This screenshot shows the "Trip Essentials" form with the dropdown menus expanded. The "Purpose of travel \*" dropdown shows "- select -" with a downward arrow. The "Type of travel \*" dropdown shows "Individual" with a downward arrow. The "Trip Description \*" and "Trip comments" text inputs are also visible.

### Itinerary Destination – Where and when travel will take place

Select the Departure date and Return date. Using the dropdowns, select the Country, State and City. If the desired city is not listed, select Other and type the city name in Other City box. Click **Save Destination**.

Trip Destinations [help](#)

\* Please enter at least one destination

Departure date: 04/22/2026   Return date:

Country: United States

State: Iowa

City/Province: - select a city -

City, State	Country	Departure	Arrival	Advisory	Actions
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Trip Destinations [help](#)

City, State	Country	Departure	Arrival	Advisory	Actions
Chicago, Illinois	United States	05/18/2026	05/22/2026		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

To add additional destinations to this trip, select add a destination. Be sure to not use the same travel dates as already saved. For example, the traveler is in Chicago, Illinois 5/18-5/22, then going to California 5/22-5/25. Click **Save destination**. To add more destinations, continue to select **Add a destination**. Once all destinations have been added scroll to the next section.

Trip Destinations [help](#)

\* Please enter at least one destination

Departure date: 05/22/2026   Return date: 05/25/2026

Country: United States

State: California

City/Province: San Diego

City, State	Country	Departure	Arrival	Advisory	Actions
Chicago, Illinois	United States	05/18/2026	05/22/2026		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### Originating Location – For UI employee travel to Iowa City

When creating a trip for a UI employee, if the destination of Iowa City, IA has been entered, the section below will appear which requests additional required information. Once the information has been entered, select **Save location**.

The screenshot shows a web form titled "Originating Location" with a "help" link. A message states: "\* Originating location is required when the trip destination is Iowa City and the traveler is a UI employee." The form contains the following fields:

- Country: United States (dropdown)
- State: Iowa (dropdown)
- City: - select a city - (dropdown)
- Justification: (text input field)

At the bottom left is an orange "Save location" button. At the bottom of the form, there are three labels: "City, State", "Justification", and "Actions".

### International Travel

#### International destinations with travel advisories

If a trip is being created to a destination that has been issued a travel warning or alert by the US State Department, a link will appear that the user may click to review the travel warning or alert. Once the user clicks on the link, a window will open with the complete text of the advisory which includes additional links to the US State Department website. This advisory may be accessed through the trip summary after the trip has been created.

The screenshot shows the 'Trip Destinations' form. At the top, there is a '+ Add a destination' button and a link to 'International Travel Guidelines'. Below this, a message states '\* Please enter at least one destination'. The form includes fields for 'Departure date' (05/01/2026) and 'Return date' (05/06/2026), both with calendar icons. The 'Country' dropdown menu is set to 'Ukraine'. A yellow warning box with a red exclamation mark icon and the text 'State Department Advisory' is highlighted with a blue border. Below the warning is a 'City' input field and a 'Save destination' button.

### Advisory e-mail notifications

If a new advisory is issued after a trip has been created, an e-mail notification will be sent to the traveler and workflow approvers announcing details of the new advisory. If there was an advisory at the time the trip was created, but now is canceled, an e-mail notification will be sent to the traveler and workflow approvers announcing it has been canceled.

### STEP Registration

Users have the option to register their international travel at the State Department's Smart Traveler Enrollment Program (STEP) through a link in ProTrav.

Once the user clicks the orange button, a new window or tab will open to the US Department of State's website to enter the trip information. For more information about the STEP program, click [here](#).

The screenshot shows the 'STEP Registration' confirmation screen. At the top, there is a 'STEP Registration' header with a help icon. Below this, a question asks 'Would you like to register this trip with the U.S. State Department's Smart Traveler Enrollment Program (STEP)?' with an orange 'Go to STEP Registration site' button. The main content area is titled 'Create a trip wizard' and is split into two columns. The left column, 'Steps', lists: 1. Enter trip details - complete, 2. Enter funding information - complete, 3. Submit trip - complete, 4. Submit to workflow. The right column contains a success message: 'Your trip has been created successfully'. It includes tracking numbers: 'Please note the following tracking numbers for referencing this trip when communicating with the Travel office. Trip ID: 290'. It also has a link 'Add attachments for this transaction (optional)' and a note: 'Note: The Travel Office does not require any documentation for this form type. However, if your department requires documentation related to your trip or cash advance request (i.e. estimate of trip cost), you may attach those files electronically here.' Below this is another message: 'Your transaction must now be routed in Workflow' and 'Your transactions require routing through the Workflow System for approval. Please click the "Continue with Workflow" button below to start the routing process.' At the bottom of the right column is a 'Continue with Workflow' button.

### Personal/Business Travel

The personal travel section has been added to all trips set up in ProTrav for UI Faculty/Staff. In this section, you will record your actual business travel dates.

Personal Travel [help](#)

Does the departure date and return date defined include any portion of personal travel?

Yes

No

If the user clicks No, move onto the next section of the trip set up.

If the user clicks Yes, enter the dates of the **business travel** day only.

Once the dates are selected, continue to the next section on the trip creation process on the same page.



Personal Travel [help](#)

Does the departure date and return date defined include any portion of personal travel?

Yes

No

**Please define the dates that would be considered business travel.**

Business begin   Business end  

### Destination Address – where the traveler will be staying.

If it is known at the time the trip is being created, it is requested you enter where the traveler will be staying. In case of an emergency, it will be known where they are.

Destination Addresses [help](#)

If available, add information about your lodging.  
Lodging details will aid the University to assist travelers in the event of an emergency.

Associated Destination  
Chicago, Illinois

Type  
- select -

Address Line 1

Address Line 2

Country  
United States

State  
Illinois

City  
Chicago

[Save address](#)

Parent Dest	Type	Address	City, State Country	Actions
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If the traveler is staying multiple places, you may enter additional addresses. Click **Add an address**, then save address each time you wish to add.

Destination Addresses [help](#)

[+ Add an address](#)

Parent Dest	Type	Address	City, State Country	Actions
Chicago, Illinois	Hotel	Hilton Double Tree	Chicago, Illinois United States	<a href="#">Delete</a>
Minneapolis / St. Paul, Minnesota	Hotel	Hilton Hampton Inn St Paul	Minneapolis / St. Paul, Minnesota United States	<a href="#">Delete</a>

### Traveler Contact Information

Contact information directly to the traveler or other designated contact. This information is being requested in case of an emergency, departments may get a hold of the traveler quickly. Click **Add contact**. The screen will open to an editable state. Enter the traveler your contact information or Other/Personal contact information it may be a cell phone or e-mail address. Click **Save contact**.

Traveler Contact Information [help](#)

[+ Add contact](#) [close \[x\]](#)

**How can we get a hold of the traveler during this trip?**  
In addition to the University Emergency Contacts on record, you may wish to identify additional trip specific Emergency Contacts including how best to contact the traveler while on this trip.

Contact type  
- select -

Contact name

Contact method  
- select contact type first -

Number / Email

[Save contact](#)

Name/Method	Type	Number/Address	Actions
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Traveler Contact Information [help](#)

[+ Add contact](#)

Name/Method	Type	Number/Address	Actions
Self (Cell Phone)	Self/Traveler	123-456-7890	<a href="#">Delete</a>

### Passport

This information is only requested for UI faculty/Staff or Students traveling internationally.

Click **Add passport** to provide the Issuing Country, Passport number, and date of issue. ProTrav will default the expiration date to 10 years past the date of issue. Once this information has been entered, it will default into future trips up to the expiration date of the passport. If the traveler has passports for multiple countries, they may all be added to the traveler profile. Click save passport. If you need to add another passport, click Add passport.

Passport Information [help](#)

[+ Add passport](#)

New and existing passports for this traveler are listed below.

Country	Number	Issue date	Exp date	Actions
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**Input passport information.**

Issuing Country  
United States ▼

Passport number  
A1234567

Issue date  
04/01/2019

Expiration date  
03/31/2029

New and existing passports for this traveler are listed below.

[Save passport](#)

### Additional Considerations

Select whether the trip is being funded by University of Iowa funds or not. If **Yes** is selected the user clicks continue, they will be taken to the Funding screen to enter the funding MFK and Cash Advance information if one is needed. If **No** is selected, you will be taken to the trip summary screen to review the trip information entered in Step 1.

**Additional Considerations** [help](#)

Is the University of Iowa funding all or part of this trip? (\* this includes grants that are administered through the University accounts)

Yes

No

### Funding MFK

Enter the funding information for this trip.

You may only enter one funding MFK during trip set up. If multiple sources are funding this trip, you may add them at the time you are claiming out of pocket reimbursement to the traveler.

You may add the funding MFK by utilizing your favorites , enter a funding MFK and add it to your favorites, or hand type the funding MFK into the spaces. Once the MFK is populated, click Save MFK

**Funding MFK** [help](#)

Please input the MFK for this trip.

FUND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
					6027				

[Save MFK](#)

MFK Actions

### Travel Cash Advance

Travel cash advances are used to cover miscellaneous expenditures that will be incurred while in travel status (taxi, meals, tips, etc.). An approved Request for Travel (ProTrav Trip Request), authorizing the advance amount and funding must be submitted to the Travel Department in order to obtain a cash travel advance.

Travel cash advances will be limited to domestic travel over 14 days, all foreign travel, and emergencies. The advance amount is limited to \$60 the first day in travel status and \$20 for each additional day. The standard amount will default in based on the trip dates. If a different amount is requested, an email will need to be sent to [protrav@uiowa.edu](mailto:protrav@uiowa.edu) requesting the different amount. If traveling internationally, the user will type in the amount requested and provide justification.

Travel cash advance checks can be picked up at the Travel Department five working days prior to the start of the trip. Questions can be directed to [protrav@uiowa.edu](mailto:protrav@uiowa.edu)

Amount	Payment Method	Justification (if required)	Actions
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*If you do not wish to request a cash advance, skip this step.*

### Review trip details and submit

This is a summary view of the trip information entered in steps 1 and 2. If all the information is correct, click Submit Trip. If any corrections need to be made click "Prev" to the screen in which the change needs to be made. Edit or delete and re-enter the information and then click Continue until you are back to the Review Trip Details panel. There is also a link so the user may print the itinerary of the trip.

Review Trip Details & Submit [help](#)

[Print Itinerary](#)

**Principal Traveler**  
Name: Deborah Zumbach  
Address: VPFO-Finance & University Serv | 231 WCTC  
Traveling As: Employee  
Phone:  
Email:

**Trip Essentials**  
Trip Description: test  
Purpose of Travel: Conference/Professional Development  
Justification for Business Travel: Attendee/Participant  
Type of Trip: Individual  
Trip Comments:  
test

**Anticipated Expenses**  
Airfare: \$0.00  
Hotel: \$0.00  
Meals: \$0.00  
Mileage: \$0.00  
Registration: \$0.00  
Other: \$0.00  
Total: \$0.00

**Trip Destinations**

City, State	Country	Departure	Arrival	Advisory
Chicago, IL	United States	05/26/2026	05/29/2026	

**Destination Addresses**

Type	Address	City, State Country	Associated Destination
Hotel	Double Tree Hilton	Chicago, IL USA	Chicago, IL

**Traveler Contact Information**

Name	Contact Method	Phone Number/Email Address
Deborah Zumbach	Cell Phone	123-456-7890

**Funding Information**  
MFK  
275-05-0310-00000-50506505-6027-000-000000-00-0000

**Personal Travel**  
Yes/No  
Business Start - Business End  
No

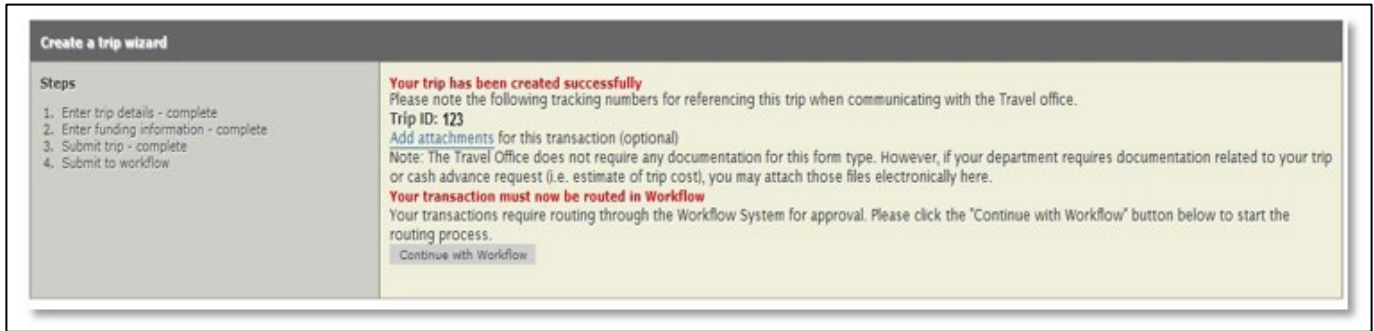
[Submit Trip](#) [Prev](#) | [Cancel](#)

### Submit to Workflow

Electronic pre-trip approval through Workflow may or may not be required by the funding department.

If the funding department does not require electronic approval, and there is no cash advance requested, the trip creation is complete.

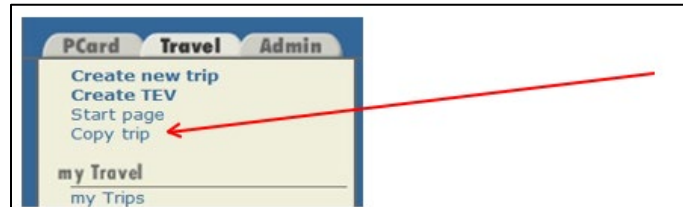
If your department does require electronic pre-trip approval, or if a cash advance has been requested, the form must now be submitted to Workflow.



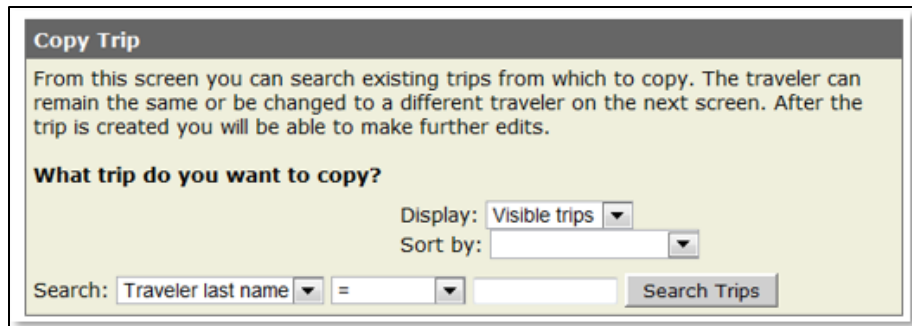
### Copy Trip

Function allows user to copy an existing trip already in ProTrav. The traveler &/or trip dates may remain the same or be changed. After the trip has been created the user will be able to make further edits.

Click **Copy trip** on the sidebar to the left.



This will open a search screen which will allow the user to search for an existing trip to copy.



Once the user has entered the search criteria and selected search trips, the results will be displayed similar to what's shown here.

**Copy Trip**

From this screen you can search existing trips from which to copy. The traveler and/or dates can be updated once trip is selected. After the trip is created you can make further edits.

**What trip do you want to copy?**

Display:  Sort by:

Search:

Zumbach,Deborah Madison,WI	10/21/2018-10/23/2018
<b>Trip ID: 562383</b> Fall 2018 Procurement Directors Meeting	
<b>Copy Trip</b>	
Zumbach,Deborah Phoenix / Scottsdale,AZ	04/22/2018-04/26/2018
<b>Trip ID: 513229</b> Shared Services and process improvement summit	
<b>Copy Trip</b>	

Select **Copy Trip** for the trip you wish to copy.

The next screen will look similar to below. Review the trip information. Only the traveler and/or the destination dates may be edited at this time.

**Copy Trip**

Please review the following trip information prior to creating the new trip. Only the traveler, Purpose of Travel, destination and response to personal travel may be edited prior to trip creation. Once the trip is created, you will be taken to the trip summary screen for further editing.

**Required Information**

Traveler	Deborah J Zumbach (DZMBACH) <input type="button" value="change traveler"/>
Purpose of travel	Conference/Professional Development
Justification of travel	Based on your purpose of travel, what capacity are you representing the University in your business travel? <input type="text" value="- select -"/>
Type of travel	Individual travel
Trip description	Fall 2018 Procurement Directors Meeting
MFK	050-05-0311-23000-00000000-6026-000-00000-60-0000
Destinations	Madison,WI, USA Depart <input type="text" value="10/21/2018"/> <input type="button" value="calendar"/> Return <input type="text" value="10/23/2018"/> <input type="button" value="calendar"/>
Personal Travel	Does the departure date and return date defined include any portion of personal travel? <input type="text" value="- select one -"/> Business start date <input type="text"/> <input type="button" value="calendar"/> Business end date <input type="text"/> <input type="button" value="calendar"/>

Select **Create Trip** to create the copied trip.

The next screen will be the trip summary page, similar to the below. Additional changes may be entered, and the trip may be submitted to workflow if required. If this copied trip is an international trip, the user also has the opportunity to register the traveler for the Smart Traveler Enrollment Program (STEP).

Once the user clicks **Register trip with State Department**, a new window or tab will open to the US Department of State's website to enter the trip information. For more information about the STEP program, click [here](#).

If the trip requires workflow approval, select the **Submit to Workflow button**. If workflow approval is not required, this button will not display. (see screenshot on next page)

**Trip: Trip Workflow Approvals Document**

[Update Trip](#)

**Trip information:**

Trip ID: 782712  
Descr.: Trip Workflow Approvals Docum  
Comments:   
Assigned TEVs: No TEVs assigned  
Change history: [View changes](#)  
Purpose: Conference/Professional Development  
Departing: 04/13/2026 00:00  
Returning: 04/14/2026 00:00

**Traveler information:**

The traveler cannot be changed once a trip is created. If this trip is for someone else, please cancel this trip and create a new trip.

Traveler:   
Traveler Type: EMP  
Traveling As: NS  
Travel type:  Individual travel  
 Group/Team travel  
Campus address: VPFO-ACCOUNTS PAYABLE & TRAVEL 202 PCO

**Record history:**

Created by:  03/20/2026 09:29  
Last updt.:  03/20/2026 09:31

**Cash advances**

[Request new cash advance](#)

Cash Adv. ID	Type	Amt. Req.	Sch. Pay Dt.	Amt. Paid	Date paid	Actions
13510	Standard	\$80.00	04/03/2026	\$0.00		<a href="#">Detail</a>   <a href="#">Edit</a>

**Workflow History & Options** #16178170

[Approve](#) [Void](#) [Add Approver](#)

**History** | [Comments](#) | [Attachments](#) | [Summary](#)

**History**

Stop #	Status	Name	Context & Rights	Action Date
-	Initiated	<input type="text"/>		Initiated on 03/20/2026 8:58 AM
1	In inbox Signature Required		Traveler Signature Required	--