



COLLEGE OF EDUCATION  
**Teacher Education and Student Services**

310 Lindquist Center North  
Iowa City, Iowa 52242-1529  
319-335-5359 Fax 319-335-5364  
coe-tess@uiowa.edu  
www.education.uiowa.edu/tess

To: College Supervisors  
From: Student Field Experiences  
Re: Travel expense reimbursement

Record mileage only. We cannot reimburse you for postage, copying, meals, parking, registrations, etc. In areas where toll roads have to be driven, please enter the dollar amount in the "tolls" column.

Please submit your vouchers monthly or at the midterm of each semester.

The University of Iowa now requires us to use their electronic system for submission of travel expenses. Because non-UI employees do not have access to this system, we ask that you complete a voucher form for mileage reimbursement and send it to our office. We will enter the information into the UI system for you. It is no longer necessary for you to compute the reimbursement amount. The UI system automatically figures the dollar amounts according to the mileage entered. The current reimbursement rate is \$0.445/mile for round trip mileage.

After your mileage reimbursement is entered into the UI system, you will receive an email generated from UI Accounts Payable that will say:

"On MM/DD/YY 0:00 PM, [Debra-Rogers@uiowa.edu](mailto:Debra-Rogers@uiowa.edu) wrote:

A summary of the request for travel for your trip to various cities, (state) on MM/DD/YYYY is attached. Please review the request and assure that it is correct. If not, please send your request for changes via return email as soon as possible. Your response and approval is required."

You need to reply to this email with a short comment to the effect that you give your approval. This reply is considered your electronic signature. If you do not have email, a form will be mailed to you for your signature.

Vouchers should be sent to: The University of Iowa  
Student Field Experiences  
310 Lindquist Center N  
Iowa City, IA 52242-1529

If you have questions, Debbie may be reached by phone at 319-384-0669 or via email at [debra-rogers@uiowa.edu](mailto:debra-rogers@uiowa.edu).