Guide to booking CIREH travel

Please use Meacham. It will make your life easier. Please direct any questions to Kristina-Venzke@uiowa.edu AND Danielle-dahl@uiowa.edu.

Did you book your travel through Mike Sissel at Meacham Travel? (mike@meachamtravel.com)

Are you flying a U.S. Carrier?

Is your flight directly from your start point in the U.S. to your MHIRT destination overseas and back? (Continue using the answers Below)

Is the layover more than 24 hours?

Is it due to lack of flight options or is it personal?

You will need to have Mike Sissel price an uninterrupted trip A.S.A.P. (If this is a personal booking proceed with the normal reimbursement request.)

Please request a short statement from Mike Sissel stating this. (If this is a personal booking proceed with the normal reimbursement request.)

Although it may raise a red flag with AO/PO, you shouldn't need to do anything further. (If this is a personal booking proceed with the normal reimbursement request.)

Is your flight a codeshare flight with a U.S. Carrier?

Please provide documentation that proves this (i.e. itinerary, ticket, letter from agency, etc...) and follow the arrow to the next section of the chart.

YOU MAY NOT BE ABLE TO RECEIVE A REIMBURSEMENT. Our funds are Federal and therefore must be Fly America Act compliant.