

## University of Houston College of Architecture and Design TRAVEL REQUEST FORM

Today's Date: \_\_\_\_\_

Classification of Traveler

EMPLOYEE  UH STUDENT

If other, STOP & fill out visitor Request form instead

**Attach to this request (check all applicable) :**

**Check one:**

- Airfare showing amount quoted
- Foreign Travel: Export controls and Travel Embargo form
- Announcement or website showing dates and location of conference or workshop
- Invitation letters, if applicable

- Domestic
- Foreign
- Insurance only

### TRAVELER INFORMATION

Name of Traveler: \_\_\_\_\_

Phone / Email: \_\_\_\_\_ Travel Dates: \_\_\_\_\_ To \_\_\_\_\_

Depature City/State/Country: \_\_\_\_\_ Destination City/State/Country: \_\_\_\_\_

Will any days be spent primarily on non-business activities ( Yes / No)? (circle one).

If yes, give the date of non-business activity/Personal travel dates: \_\_\_\_\_

\* Employee/Traveler: Is any of your salary paid by federal grant (Yes or No) are you a PI with the federal grant (Yes/no)?

\* Are you teaching any time over these travel dates? **Check one :**

I am not teaching during these dates: \_\_\_\_\_ Class is cancelled: \_\_\_\_\_

Class will be taught by: \_\_\_\_\_ Class has been rescheduled for: \_\_\_\_\_

**Purpose/Benefit of trip (for each trip destination):**

Estimated Expenses	UH Direct Billed	For Reimbursement	Cost Center ( Speed Type)
Airfare			
Lodging			
Rental Car			
Conference Fee			
Incidentals (Hotel Tax, parking, mileage, etc.)			
Meals			
Other Transportation			
<b>Total Expense</b>			

**Indicate if any amount of travel expenditures to be paid/reimbursed by non-UH third party. Amount: \_\_\_\_\_**

*I understand that I am not cleared to travel until Concur travel request is approved by my supervisor and certifying authority. In case any portion of the trip is on foreign soil, the travel request form must be approved by the Dean and the Provost, before I am cleared to travel. I will be required to submit a trip report within two weeks of my return that contains an agenda describing the activities and meetings attended while traveling and how the trip was beneficial to the University. I also understand that for transactions that normally require gratuity, employees may be reimbursed gratuity up to 20% of the transaction. Alcoholic beverages for meetings and travel limited to university employees will not be reimbursed by the College. Any exception to this policy requires prior approval of the Dean.*

**My signature indicates my understanding of these statements:** \_\_\_\_\_