

**University of Houston College of Architecture and Design
VISITOR TRAVEL REQUEST FORM**

Today's Date: _____ First time visitor at UH: Yes No UH Host's Name: _____
 Traveler Name: _____ Date of Birth: _____
 Dates of Visit: _____ to _____ Departure City/State/Country _____

Institution Name: _____ Email Address/Phone: _____ Phone Number: _____

Attach to this request (check all applicable) :

- Airfare showing amount quoted
- Invitation letter, if applicable
- Announcement or website showing dates and location of Lecture
- Speaker Agreement Form
- Domestic
- Foreign

Will any days be spent primarily on non-business activities (Yes / No)? (circle one).
 If yes, give the date of non-business activity/personal dates: _____

Purpose/Benefit of trip:

VISITOR EXPENSES

Estimated Expenses	UH Direct Billed	For Reimbursement	Cost Center (Speed Type)
Airfare			
Lodging			
Rental Car			
Other Receipted Travel Expenses:			
Incidentals (Hotel Tax, parking,mileage,etc.)			
Meals			
Other Transportation			
Total Expenses not to exceed:			

I understand that all payments for visitor travel expenses must be paid directly to a vendor or reimbursed directly to the visitor. No expenses can be reimbursed to a party other than the visitor or travel vendor, even upon providing proof that expenses were paid on the visitor's behalf. I also understand that the visitor must complete Vendor Setup in order to be reimbursed. University guests should not be hosting business meals, or buying meals for employees or other travelers. Employees and other travelers should pay for their own meals. Travel reimbursements for the university guest must be in accordance with the agreement/contract and supported with itemized receipts. The expense must not be lavish or extravagant.

My signature indicates my understanding of these statements: Name: _____ Signature: _____

NOTE:
 *Visitor Request Only : Please submit the completed visitor request form 15 business days before the first date of the visit.
 *Speaker Agreement and Visitor Request : If speaker agreement is required, the visitor request and the speaker agreement must be submitted four weeks before the first date of the visit.
 * If Traveler is both a non-employee and a foreign national , the Expense Report should be routed to UH Tax.
Please email completed form and backup documentation to Thuy Mai, D.B.A ntm2@Central.UH.EDU