

Department of Chemistry - NSM Travel Reimbursement Form

Name: _____

Email: _____

****Office Use Only****

Expense Report Submitted in
Concur (Employee notified):

Date: _____

Travel Type: **Domestic:** _____ **Foreign:** _____ ~ Foreign must include post trip agenda form that lists daily itinerary

Destination: _____

Travel Dates: _____

Classification (check all that apply):

Faculty: Teaching/Research Assistant/Postdoc:

Staff: Student:

Purpose of travel to UH (include conference/seminar title if applicable):

Direct Benefit of travel to UH (include benefit to grant funded research if applicable):

Expense Description	Comments/Instructions	Amount to be Reimbursed	Traveler Comments	Cost Center <small>(provided by supervisor)</small>
Airfare	Required Doc's: Flight itinerary reflecting payment			
Lodging - Actual	Required Doc's: Folio reflecting nightly charge, taxes, and payment. List taxes on next line.			
Lodging Taxes	Place all lodging tax on this line			
Registration	Required Doc's: Receipt reflecting payment			
Meals - Per Diem _____ Days X \$_____	List number of days X's amount spent/day. Must fall within allowed per diem rate.			
Meals - Actual	Required: Itemized receipts reflecting payment *Meals actual & meals per diem cannot both be claimed*			
Taxi/Shuttle/Bus/Rail				
Parking				
Rental Car	Required Doc's: Receipt reflecting type of car rented & payment			
Rental Car Gasoline	Required Doc's: Itemized receipts.			
Mileage - Specify point to point address below. For personal vehicle only. Did Anyone Carpool With You?: <input type="checkbox"/> No <input type="checkbox"/> Yes (list names in comments) →		Calculated in Concur	<u>Carpooler Names</u>	
Departure Address: _____		Destination Address: _____		
Tolls				
Other	Specify: _____			
Other	Specify: _____			

Additional Comments:

Total

Signature: _____ Date: _____

I understand that this is NOT a formal reimbursement request. A formal reimbursement request will be prepared in the UH Concur Travel Management system by the Chemistry Travel Coordinator. Electronic approval will be needed by me and a certifying signatory (automatically selected in Concur) before reimbursement can be issued. It is my responsibility to check the status of, and approve the reimbursement request (expense report) in Concur.