



TRAVEL REQUEST FORM

Please submit completed form and backup documentation via [Smartsheet](#)

INCOMPLETE REQUESTS WILL BE RETURNED TO YOU AND WILL NOT BE PROCESSED

Today's Date: _____

Classification of Traveler

UH EMPLOYEE UH STUDENT

Attach to this request:

If other, STOP & fill out visitor Request form instead

Airfare showing amount paid or quoted.

Foreign: 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 _____

Departure City/State/Country: _____ Destination City/State/Country: _____

* Will any days be spent primarily on non-business activities (Yes/No)? 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 Billed	For Reimbursement	Speed Type*
Airfare	\$	\$	
Lodging	\$	\$	
Rental Car	\$	\$	
Conference Fee	\$	\$	
Incidentals (Hotel Tax, parking, mileage, etc.)	\$	\$	
Meals	\$	\$	
Other Transportation	\$	\$	
Total Expense	\$	\$	
Cost center manager signature:			

Indicate amount of travel expenditures to be paid/reimbursed by non-UH third party. Amount _____

I understand that I am not cleared to travel until I receive a copy of an official UH Travel Request that is signed by my Supervisor and DBA. In the case that any portion of the trip is on foreign soil, the Travel Request form must be signed by the Dean's office and the Provost, before I am cleared to travel. I also understand that for transactions that normally require gratuity, employees may be reimbursed by gratuity up to 20% of the transaction and 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 travelling and how the trip was beneficial to the University.

My signature indicates my understanding of these statements: _____