**BTI Staff Travel Request Form**

**Traveler Name:**

First date of Travel:

End date of Travel:

Point of Origin (City/Airport):

Destination:

Purpose of travel (give details):

How does it benefits the university (give details):

**Air Ticket**

Please attach a pdf of the preferred flight for this trip.

Estimated Flight cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lodging & Ground Transportation**

Car rental? (Must be through Avis UH Contracted Agency) Y N

Taxi/Shuttle/Uber? Y N

Use of personal vehicle? Y N

(If personal vehicle is used for travel, then mileage would be reimbursed. Please note gas expenses are not reimbursable when personal vehicle is used).

Need room reservation? Y N

(If you already have a room reservation, please attach a copy of the room confirmation)

Name of preferred hotel:

Link to url of preferred hotel:

Estimated total lodging cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meals**

Meals will be reimbursed only for itemized receipts submitted by traveler. Total cost for meals on any day cannot exceed the per diem rate for meals for location of travel.

**Incidentals**

Incidentals will be reimbursed only for itemized receipts submitted by traveler. Items considered as incidentals include: tolls, tips, parking fees, conference registrations, booth rentals, costs for copying materials, and other items as approved by the BTI Director.

**Travel for Conferences**

Is travel for a conference? Y N

Conference Name:

Conference Location:

Dates:

Conference Link:

Individual Registration: \_\_\_ Yes \_\_\_ No Cost:

Exhibitor Registration: \_\_\_ Yes \_\_\_ No Cost:

Additional Information or comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*BTI Director Signature*

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*Date*