

Travel Expense Reimbursement Instructions

Meals & Incidentals

The cost of meals purchased by you should be entered on this table. The University of Houston requires itemized meals receipts attached from the traveler to claim reimbursement. You will be reimbursed up to the amount remaining from the maximum daily meals reimbursement rate after the value of meals provided by a third party. For example, if a meeting day includes only working breakfast and lunch, you will be able to claim up to the remainder of the daily rate for dinner, for **actual expenses incurred**.

Airfare Expense:

For your airfare or train cost, attach a receipt or other documentation showing proof of payment by you. **Please note that business class, first class and early bird check-in are not reimbursed by the University.** Only no-cost upgrades to business class or first class are acceptable, as long as the airfare receipt provided by the airline clearly indicates that there is no additional charge.

If your travel arrangements include a personal destination, The University of Houston will reimburse you based on an estimated airfare cost between your home and meeting location only.

Rental Car

You will need to provide an itemized receipt showing a zero balance and attach gasoline receipts, if any. Avis is the rental agency used by University of Houston. You will need to select economy or lower cost vehicles.

Ground Transportation

Ground transportation cost must be reasonable in the circumstances. Reasonable generally means a Taxi ride, or alternate transportation of equal or lower cost. **Any lavish or extravagant expense, such as executive cars cannot be reimbursed.**

Lodging

You will need to provide an itemized lodging receipt showing a zero balance. The receipt should show a line item summary of costs broken down by dates.

Mileage Reimbursement

If you drive your **personal car** from your home to meeting location, you will be reimbursed at \$0.535 per mile.

REIMBURSEMENTS WILL BE PAID WITHIN 30 BUSINESS DAYS OF RECEIPT OF TRAVEL EXPENSE FORM.

Please complete and submit pages 1 & 2 of this reimbursement form, along with copies of all receipts as a single pdf to Rachel Brownlie, rbrownl@central.uh.edu.

**University of Houston-BTI
Travel Expense Reimbursement Form**

Name of Traveler: _____
 Name of Trip: _____
 Start date: _____ End date: _____

MEALS AND INCIDENTALS (Paid by you)

Date	Breakfast	Lunch	Dinner	Incidentals	Total
Total Meals/Incidentals					\$

Airfare (Please attach a receipt or other documentation showing **proof of payment by you.**)

You will be reimbursed for one bag fee each way.

Date	Description(e.g. flight numbers, departure and arrival locations)	Amount
Total Airfare		

Rental Car (Paid by you, includes car rental and gasoline.) Avis is the rental agency used by University of Houston. Rental car must be economy class or below (e.g. compact).

Date	Destination	Amount
Total Car Rental		

Ground Transportation (Paid by you, e.g. taxi, shuttle, Uber/Lyft) You will not be reimbursed for executive cars or other lavish types of transportation.

Date	Departure location/address (e.g. Airport name)	Destination location/address	Amount
Total Ground Transportation			

LODGING (Paid by you): You will be reimbursed for room and tax only. All other expenses (room service, phone calls, Internet, etc.) are not reimbursable. ***In Texas, use the Texas Hotel Occupancy Tax Exemption Certificate to ensure taxes are waived.***

Date			Amount (include hotel receipt)
			\$
Total Lodging			

MILEAGE For personal car use only.

Date	Departure location/address (e.g. Airport name)	Destination location/address	Amount (#miles * .535)
Total Mileage			

I certify that these expenses are correct.

Traveler Signature: _____

Date: _____

*** Please remember to include copies of ALL necessary receipts so your reimbursement form can be properly processed.*

BTI Director Signature: _____

Date: _____