

Travel booked through 3rd party travel vendors

We noticed an increasing number of MAPP exception requests due to a lack of itemized receipts for travel.

In many of these cases, employees booked travel through 3rd party travel vendors (online travel agencies) and did not get itemized receipts.

Many online travel agencies do not provide itemized receipts. If travel packages are purchased, they do not provide a breakdown of each item, such as Airfare, Hotel, and Rental Car.

Itemized receipts for Airfare, Hotel, Rental Car are required. This is a state requirement.

Information on the Travel Website

<https://www.uh.edu/office-of-finance/ap-travel/travel-rules/meals-lodging-local-funds/ldging/>

If you are booking through a third party, such as expedia.com, per MAPP policy, you are still required to obtain an itemized receipt. We recommend that travelers contact the Help Center or Customer Service of the third party company before their trip to advise them that they will need an itemized receipt after their trip. If the traveler doesn't do so, however, they can still request an itemized receipt after their trip.

Other Texas Universities have a similar process:

- *Discouraging use of 3rd party sites.
- *If lodging receipts are not itemized, only reimburse up to the GSA rate.
- *Requiring travelers to contact the hotel directly to obtain itemized receipts.
- *Requiring travelers to obtain the single room rate and calculate the expense, and obtain additional approval.

Contacts for Travel Questions

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