

<b>University of Houston College of Architecture and Design</b> <b>STUDENTS GROUP TRAVEL REQUEST FORM</b>			
Today's Date: _____		Classification of Traveler <input type="checkbox"/> STUDENTS GROUP TRAVEL	
If other, <b>STOP</b> & fill out visitor Request form instead			
<b>Attach to this request (check all applicable) :</b> <input type="checkbox"/> Airfare showing amount quoted <input type="checkbox"/> Foreign Travel: Export controls and Travel Embargo form <input type="checkbox"/> Announcement or website showing dates and location of conference or workshop <input type="checkbox"/> Invitation letters, if applicable <input type="checkbox"/> Travel Roster <input type="checkbox"/> Indemnification Form (one per student) <input type="checkbox"/> Student Travel Form		<b>Check one:</b> <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign <input type="checkbox"/> Insurance only Student Release and Clery Act	
STUDENT GROUP FACULTY COORDINATOR INFORMATION			
Name of Faculty 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)? (circle one). 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? <b>Check one :</b> I am not teaching during these dates: _____ Class is cancelled: _____ Class will be taught by: _____ Class has been rescheduled for: _____			
<b>Purpose/Benefit of trip (for each trip destination):</b>           			
Estimated Expenses (total for the group)	UH Direct Billed	For Reimbursement	Cost Center ( Speed Type)
Airfare			
Lodging			
Rental Car			
Conference Fee			
Incidentals (Hotel Tax, parking, mileage, etc.)			
Meals			
Other Transportation			
<b>Total Expense</b>			
Indicate if any amount of travel expenditures to be paid/reimbursed by non-UH third party. Amount: _____			
I understand that group is not cleared to travel until Concur travel request is approved by my supervisor and certifying authority. In case any portion of the trip is on foreign soil, the travel request form must be approved by the Dean and the Provost, before group is cleared to travel. 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 traveling and how the trip was beneficial to the University. I also understand that for transactions that normally require gratuity, group travelers may be reimbursed gratuity up to 20% of the transaction. Alcoholic beverages will not be reimbursed by the College.			
<b>My signature indicates my understanding of these statements:</b> _____			