A fully approved travel request is required PRIOR to traveling on official UH business regardless of funding or amount. This includes student fieldtrips 25 miles outside of the Houston Metro area.

CoAD Student Group Travel Request/Checklist

Travel Request attachments required:

* Conference itinerary or Daily Agenda – indicate what days are personal days
* Travel approval email from Dean Oliver – this includes travel details/budget
* Export Controls & Embargo Form (foreign travel & Alaska, Hawaii Canada, Mexico, PR)
* Syllabus for class portion of Study Abroad trip
* Student Travel Roster (with following student info):
  + Student Name
  + Student ID Number
  + Emergency Contact Name
  + Emergency Contact Phone Number
* Memo with the need/benefit statement from the traveler to Dean/Provost will be needed if personal days exceeds the business days or more than 3 personal days are taken (excluding weekends and holidays). FOREIGN TRAVEL REQUIREMENT ONLY
* Detailed specific statement – FOREIGN TRAVEL REQUIREMENT ONLY

\*\*\*Note: For foreign travel, Provost approval is required. This approval process can take up to two weeks; therefore, all information required for foreign travel must be received in the office no later than THREE WEEKS prior to travel.

\*For all travel: No travel bookings can be made on departmental travel card until TR is fully approved. \*

Pre-Travel Checklist

Ensure your personal days are not equal or more than business days-Domestic Airfare cannot be directly purchased with T-card and is not reimbursable in this case.

Concur Delegate setup is complete (at least two names Nancy Do and Thuy Mai for both travel request and travel reimbursement)

All documents above are complete and have been submitted to Nancy Do

Verify travel arrangement/allowance with Nancy Do

Travel Request has been submitted through Concur Travel Management

Concur App. has been Downloaded. (This is not required but recommended because you can upload all your receipt to Concur while traveling. This would also save a lot of time and expedite the reimbursement process.

\_\_\_\_\_ Verify budget with Thuy Mai (only Study Abroad)

Check with Trang Phan that all student requirements have been met (only Study Abroad)

One business day prior to travel check out/sign Travel Card agreement from Nancy Do/ or Thuy Mai (if applicable)

Forward any electronic hotel, flight, registration, etc. confirmation receipts to Nancy Do and Thuy Mai, if paid with a department travel card prior to travel

Post-Travel

Immediately upon return from travel please return the Travel Card to Nancy Do (if applicable)

itemized receipt(s) are due to Nancy Do immediately upon return for travel card expenses (domestic), within 15 days for Travel Cash Advance and before 60 days of travel for reimbursements (The Business team would need a week to process your TER)

If you will be seeking reimbursement and paid for the hotel, flight, rental car, etc. on your own, we will need all of the electronic itemized receipts (email is fine) before the deadline.

Submit an updated agenda and a Post Trip Report with daily activities (Foreign Travel only)

Employee is encouraged to start the Travel Expense Reimbursement (TER) Request upon arrival. Please notify the business office before submittal so that it can be reviewed to ensure all required documents are uploaded and to verify the budget.

Employee is responsible for submitting the TER before the deadline after business office has reviewed and notified you to submit.

\*\*\*\* To expedite the reimbursement process, please tape all receipts, in order (by date) to a piece of regular, 8.5 X 11 paper. You may combine receipts on one page, but please make sure they are the same date OR download the Concur App on your cell phone and take a snapshot of your receipts. Please have a short description such as “meal, entry fee, bus” for foreign travel receipt. Include purpose and benefit and names of guests for business meals.

Here are some things to remember:

* UH will not directly pay/reimburse for:
* any expenses on personal days
* Airfare (for domestic travel) if the number of business days is equal or less than number of personal days in travel because it is considered to be primarily for personal purposes
* Items that college can pay for in advance after the Travel Request is approved by all levels:

Registration fee, air ticket, most hotel room charges, some transportation for study abroad group

* College cannot pre-pay rental cars for domestic travel
* UH has a daily cap - *Combined meals plus lodging per day – which cannot exceed:*

|  |
| --- |
| **Combined Meals and Lodging Travel Limits October 1, 2021 – September 30, 2022** |
| Overnight Travel to Texas Destinations: **$250** |
| Overnight Travel to Destinations Outside of Texas but within the Continental United States (Top 5 highest cost destinations: San Francisco, CA; Boston/Cambridge, MA; New York City, NY; Santa Monica, CA; and Washington D.C.: **$415**  Overnight Travel to Destinations Outside of Texas but within the Continental United States (All other destinations outside of the Top 5 highest cost destinations): **$320** |
| Overnight Travel to Destinations Outside the Continental United States (lower 48 states): **$455** |

* Regarding meal costs reimbursement, UH does not have a per diem allowance we have a daily guideline. Actual meal costs/itemized receipts are required to be reimbursed. The College of Architecture and Design is requiring all itemized meal receipts for reimbursement. A written explanation from the traveler will be required for missing receipts.
* No alcohol is allowed.
* For more traveler information, please refer to the Mapp Travel policy: <http://www.uh.edu/af/universityservices/policies/mapp/04/040201B.pdf>
* For the travelers who check out the College Travel Card (T-Card), please remember:
  + *Do not use for personal expenses*
  + *Obtain detailed itemized receipts. If not, a traveler will need to call the vendor to obtain a duplicate receipt.*
  + *No alcohol before 5pm (if allowable under your travel fund source)*
  + *Do not tip more than 20%*
  + *Business Meals are not to exceed $100 per meal (includes tax, tip)*

If the traveler does not comply with any of the above items, he/she will not be allowed to use the T-Card in the future. Furthermore, the traveler will have to write a check to reimburse the college if applicable and may have to attend training if A/P requests it.

If you have any question or need additional information, please feel free to contact us.

Thuy Mai: 713-743-2369/ [ntmai2@central.uh.edu](mailto:ntmai2@central.uh.edu) Avani Dave 713-743-6347 / [ajdave@uh.edu](mailto:ajdave@uh.edu)