Please read over the following requirements relating to travel for employees, students and guests:

The 25 miles applies to student travel.  See MAPP 04.02.04:
This policy applies to travel by one or more students presently enrolled at the University of Houston, and where such travel meets the following criteria: travel that is in excess of 25 miles to a university organized and sponsored activity or event where such activity or event is either a) funded by the university, and the travel is undertaken using a vehicle owned or leased by the university or b) is required by a student organization registered at the university.

Please note, travelers who travel on university business need a TR. If students are traveling on University related business there should be a release and indemnification form for each student and a student roster.  A copy of the student roster must be forwarded to UHPD.

All travel that is related to University business, programs, or activities, whether paid by the University or not, must be approved in advance (i.e., prior to departure) by all of the required approvers on a Travel Request for the following categories of travelers:

1. Employees.
2. Prospective employees and invited spouse, if applicable.
3. Students.
4. University guests.