

Department of Mathematics

TRAVEL REQUEST FORM

Please email completed form and backup documentation to ap@math.uh.edu or place them in AP mailbox in PGH 651H
INCOMPLETE REQUESTS WILL BE RETURNED TO YOU AND WILL NOT BE PROCESSED

Classification of Traveler

Today's Date: _____

UH EMPLOYEE

UH STUDENT

Attach to this request:

If other, STOP & fill out visitor Request form instead

Airfare showing amount paid or quoted.

Foreign: Export controls and Travel Embargo form

Announcement or website showing dates and location of conference or workshop

Invitation letters, if applicable

Domestic

Foreign

Insurance only

TRAVELER INFORMATION

Name of 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)? 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? Check one :

I am not teaching during these dates Class is cancelled Class will be taught by: _____

Class has been rescheduled for: _____

Purpose/Benefit of trip (for each trip destination):

Estimated Expenses	UH Billed	For Reimbursement	Speed Type*
Airfare	\$	\$	
Lodging	\$	\$	
Rental Car	\$	\$	
Conference Fee	\$	\$	
Incidentals (Hotel Tax, parking, mileage, etc.)	\$	\$	
Meals	\$	\$	
Other Transportation	\$	\$	
Total Expense	\$	\$	
Cost center manager signature:			

Indicate amount of travel expenditures to be paid/reimbursed by non-UH third party. Amount _____

I understand that I am not cleared to travel until I receive a copy of an official UH Travel Request that is signed by my Supervisor and DBA. In the case that any portion of the trip is on foreign soil, the Travel Request form must be signed by the Dean's office and the Provost, before I am cleared to travel. I also understand that for transactions that normally require gratuity, employees may be reimbursed by gratuity up to 20% of the transaction and 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 travelling and how the trip was beneficial to the University.

My signature indicates my understanding of these statements: _____

Foreign Travel Specific Statement Addendum
College of Natural Sciences and Mathematics

Name of Employee:

Title of Employee:

Department:

Anticipated Trip Dates:

Number of Personal Days:

Destination City/Country:

Specific Business Purpose:

(i.e. present seminar, attend

conference, collaboration, etc)

Describe the essential nature of the travel request and how this trip will benefit the University:

(who, what, when, where, why, and how)

- If using grant funds, provide the specific benefit to the grant.
- If traveling to more than one destination, provide the specific purpose & benefit for each destination.
- An explanation is required for trips with 3 or more personal days or when personal days exceed business days.
- Provide the full name of any acronyms used.

I also understand that upon return from my trip, I am required to submit trip report that contains a day-to-day agenda that describes the activities and meetings I attended while traveling and how the trip was beneficial for the University.

*College Dean approval is required in advance of trips with excessive personal days (3 or more personal days) or when personal days exceed business days.

Employee Signature: _____ Date: _____

*Dean Signature: _____ Date: _____