

University of Houston
Travel Request

Travel Request No. _____ Bus Unit _____
 Name of Traveler _____ Soc. Sec. No. _____ Phone No. _____
 Dept. Contact _____ UH Address _____ Phone No. _____

Classification of Traveler (check one)

UH Employee _____ Prospective Employee _____
 UH Student _____ Other (describe) _____

Departure City/State/Country _____ Destination City/State/Country _____
 Departure Date _____ Return Date _____

Estimated Travel Expenditures	Local Funds	State Funds	Total Funds
Airfare billed to UH through designated travel agency			0.00
Other travel expenses direct-billed to UH			0.00
Travel expenses to be reimbursed by UH			0.00
Total expenditures to be paid or reimbursed by UH	0.00	0.00	0.00

Direct-billed airfare

Sp Typ _____ Acct _____ Fund _____ DeptID _____ Prog _____ Proj _____ Amt _____

Other travel expenses

Sp Typ _____ Acct _____ Fund _____ DeptID _____ Prog _____ Proj _____ Amt _____
 Sp Typ _____ Acct _____ Fund _____ DeptID _____ Prog _____ Proj _____ Amt _____
 Sp Typ _____ Acct _____ Fund _____ DeptID _____ Prog _____ Proj _____ Amt _____
 Sp Typ _____ Acct _____ Fund _____ DeptID _____ Prog _____ Proj _____ Amt _____

Indicate % or amount of travel expenditures to be paid/reimbursed by non-UH third party: % _____ Amt _____

If Travel Request is for employee insurance purposes only (no UH payment/reimbursement), check this box:

Purpose/benefit of travel: _____

Signatures	Date
Supervisor/Unit Head _____	_____
Certifying Signature _____	_____
Contract/Grant Approval _____	_____
Provost/Vice President _____	_____
Chancellor _____	_____

Travel Request Instructions

1. Save this file as "Template Travel Request" to your computer. You will use this file to create travel requests for your department.
2. On the travel request form (in Excel), type a travel request number in this format: Last Name of Traveler-Destination-First Day of Travel. Example: Jones-Austin-03-02-02
3. Type business unit (00730 or 00783).
4. Type name of traveler.
5. Type Social Security Number of traveler.
6. Type phone number of traveler.
7. Type name of department contact.
8. Type campus mailcode of contact.
9. Type phone number of contact.
10. Check appropriate classification of traveler.
11. Type departure city/state/country.
12. Type destination city/state/country.
13. Type departure date.
14. Type return date.
15. Type estimated amount of travel expenditures for direct-billed and reimbursed expenses using local and/or state funds.
16. Type the speed type, account, cost center, and estimated amount to be charged.
17. Type percentage or amount to be paid by non-UH third party.
18. Check appropriate box if travel request is for employee insurance purposes only (i.e., no reimbursement).
19. Enter purpose/benefit of travel to university.
20. Obtain required signatures and dates, as follows:
 - Supervisor/Unit Head: required for all travelers
 - Certifying Signature: required for all travelers
 - Office of Contracts/Grants: only required for travel charged to a sponsored contract or grant
 - Provost/Vice President: only required for travel with a foreign departure or destination other than Canada or Mexico
 - Chancellor: only required for travel with a foreign departure or destination other than Canada or Mexico