

EMPLOYEE TRAVEL REQUEST REQUIREMENTS

All forms for Concur can be found here.

<http://www.uh.edu/nsm/computer-science/resources/forms/>

NOTE:

- Faculty and Employees have access to Concur. Students who are RAs or TAs, are considered as an employee.
- If you are a new traveler and do not have an Concur account, you will need to [follow these instructions](#) to self-register.
- Contact Travel Coordinator (adouglas@central.uh.edu) for Guest travels.

Instructions for **Creating a Travel Request:**

Log into Concur/Requests, select New Request

REQUEST HEADER:

Document ID: Last name, First Name initial, Destination City, First Date of Travel MMDDYY.

(**EXAMPLE:** Amber D New Orleans 110120).

Purpose/Benefit: Type in **Name of Conference/Workshop/Meeting** including abbreviation if there is one; **Dates of event**; **Title of Paper/Poster or paper/poster #** if presenting; State how this **benefits the University**.

Also **complete all other areas in red required fields**. Don't worry about cost center fields at this time; using default. Hit save.

SEGMENTS:

List all expenses you will request for reimbursement. (For RAs and TAs, only list expenses approved by your professor sponsoring your trip.)

EXPENSES:

Shows all expenses listed from Segments; for review and total.

UPLOAD REQUIREMENTS:

- Conference first page showing name of conference, dates of conference, and location.
- Program if one is provided.
- Lodging page if staying at conference site.
- Registration info.
- Airfare Estimation.
- Invitation email/letter if you are an invited guest.
- Foreign forms if FOREIGN TRAVEL. See link above for forms.

DO NOT SUBMIT TR. Instead send email to: adouglas@central.uh.edu. (If student-employee: also cc your professor)

Email Subject Line: Last Name-Destination City-First Date of Travel-Initials of Conference.

All employees state in message: "Please review travel request"

*Student-employee: **Provide link of conference** in email message.

*Professors: **Provide link of conference** in email message. **State the cost center** you want to use for budget check and entry.

After the review, I will contact you through Concur and by email for you to submit your TR.