Travel Request Form, Instructions

1. Fill out the form in its entirety.
   a. For form specific instructions, please see tab 2 of the Travel Request form.

2. Once the form is completed, submit your request through the EAS department E-Ticket system and attach the document to your E-Ticket Submission.

3. If you have any questions, please contact Laura Bell at 713 893 1702 or at lbell4@uh.edu.