UNIVERSITY of **HOUSTON**

Request for Travel Advance for Group Student Travel

Travel request number _____

Expenses to be covered by advance and amounts:

_____ **Travelers   X** _____ **meals = $**_____

Rental vehicle _____

Lodging _____

Meals paid by trip coordinator _____

Entry fee for intercollegiate competition _____

Medical supplies _____

Gas for rental vehicle _____

Authorized entertainment _____

Other (explain):_____ _____

_____ _____

_____ _____

_____ _____

Total amount requested: _____

General ledger account number/ account control: _____

Sub ledger account number/ sub code: _____

Approvals: _____ **Date:** _____
    Departmental Trip Coordinator

_____ **Date:** _____
College or Division Administrator

_____ **Date:** _____
Other approvals, if required