

**College of Architecture and Design
Travel Reimbursement Request**

PLEASE READ INSTRUCTIONS ON PAGE 2

Destination(s):

Traveler Name: _____

Departure Date: _____

Reimbursement Request Date: _____

Arrival Date: _____

MEALS AND LODGING

Lodging Dates: _____

Total Amount: \$ _____

Meals: Actual meal expenses (submit itemized receipts) Amount Requested: \$ _____
 Per diem meals. Total Amount Requested \$ _____

Receipt Date	Amount (\$)	Comments/Notes	Receipt Date	Amount (\$)	Comments/Notes

Conference Registration Fees: Billed to UH: \$ _____ Traveler - paid : \$ _____

TRANSPORTATION

Airfare: Billed to UH: \$ _____ Traveler-paid airfare: \$ _____
 Mileage: From (*Depature*) _____ To (*Destination*) _____ Round trip One Way

Rental Car: Receipt # _____ Amount: _____ Billed to UH Paid by Traveler

Conference Registration Fees: Billed to UH: \$ _____ Traveler - paid : \$ _____

Other Transportation and incidentals Type: (Taxi, Shuttle, Metro, Subway, Train, airport fees, rental car gas, parking etc.,)

Receipt #	Date	Type	Origin	Destination	Amount (\$)	Comments/Notes

I certify that I spent at least these dollar amounts listed above on meals during this trip.
Name: _____ Signature: _____ Date: _____

Travel Reimbursement Request Instructions

1. Mark “MEAL” at the top of meal receipts, “HOTEL” at the top of hotel receipts, and number every other receipt. DO NOT use any adhesive to stick the receipts to regular paper; leave them loose.
2. Fill out this form: give totals from the hotel bills, choose actual or per diem meals, outline transportation and incidentals, and sign the form. Use additional forms if necessary for any sections.
3. Provide a translation of any hotel bill or receipts in a foreign language.
4. Clip or staple all of your backup (airfare itinerary, translations, itemized receipts, etc) to this form & place in the Thuy Mai's Mail Box.

DETAILED INSTRUCTIONS

Number each of your non-hotel, non-meal receipts. The number should correspond to the ‘#’ next to each item listed on this form. If you do not wish to convert foreign currency, write the currency (EUR, CNY) next to the amount.

- Air Travel Itinerary for all air travel
- This Signed Travel Reimbursement Request (TRR)
- Air Travel Receipts for all travel
- Translations for all foreign hotel bills
- All Receipts with numbers that correspond to this TRR
- Trip Report

HOTELS: Mark “HOTEL” on hotel receipts. For expenses on your hotel bill for which you don’t ask reimbursement, place an ‘X’ next to the item on the hotel bill. If you ask only a portion of food reimbursement, write ‘1/2’ or ‘1/3,’ etc. You must provide a translation of any foreign language used in the itemization of the hotel bill.

MEALS: For **actual meal expenses**, mark “MEAL” at the top of each receipt. If you claim less than 100% of the bill, mark 1/3, 1/2, enter comments etc, or place an X next to each item you do not request reimbursement. *Delete any alcohol.

NOTE: Business meals can be included on your travel reimbursement request however, you will need to note the attendees affiliation and the discussion topic. For **per diem meals**, please note that there is a cap on per diem meals depending on the destination. The following is for your use to calculate the total per diem you would like reimbursed. No meal receipts are necessary.

TRANSPORTATION: In the “Other Transportation” section, # Receipt number, and we MUST have your origin and destination for each receipt. If you have non-receipted transportation, write “none” under the # column.

INCIDENTALS: Incidental expenses are all expenses which are not easily classified into the above classes of expenses. When using this space, make sure you cite the receipt number next to the expense detail. “Registration fee for _____” requests the name of the conference.

REFERENCES:

Travel updates and Policies: <https://uh.edu/office-of-finance/ap-travel/general/travel-policies/>

Travel Meals and Lodging Limits, Mileage Rates: <https://uh.edu/office-of-finance/ap-travel/general/recent-changes/>

Allowable Incidentals: <https://uh.edu/office-of-finance/ap-travel/incidentals/>