

Approved by: Dr. Jacqueline Hawkins

J. Hawkins
7/1/13

Travel rules for the College of Education as of 7/1/13

Pre-trip rules

All travel must be approved by employee supervisor, certifying signature, Division of Research (if any salary for the employee is paid on a federal grant), and Provost (if the travel is foreign) in advance before any travel arrangements are booked.

Travel arrangements for CUI and EPSY faculty members are handled by Greta Ott. She is located in room 401 Farish Hall and she can be reached by phone at 3-4978 or by email at gott@uh.edu. She will assist you in the preparation of the travel request.

Current process for arranging travel for CUI and EPSY faculty.

- 1) Traveler contacts Greta Ott in order to start the travel request process (at least 48 hours in advance of travel)
- 2) Greta Ott sends an excel worksheet to the faculty member for completion. The following information needs to be completed on this worksheet:
 - a. Travel destination
 - b. Dates of travel
 - c. Purpose of trip
 - d. Benefit of trip to the University of Houston
 - e. Airline preference, as well as date and time of the requested departure and arrival
 - f. Hotel information
 - g. Funding source if known
- 3) Greta transfers this information to the University of Houston's Travel Request.
- 4) Greta obtains signatures on the Travel Request from the following people:
 - a. Traveler
 - b. Supervisor of Traveler
 - c. Certifying Signature
 - d. Division of Research (if the traveler is paid from Federal Funds)
 - e. Provost (if the travel is international)
- 5) Once all of the signatures have been obtained on the Travel Request, then and only then can travel be booked for the traveler.

Travelers can make their own arrangements and be reimbursed for these expenses; however, the travel still has to be approved before the arrangements are made.

If the traveler is combining business and personal travel, please make sure that the staff that is booking your travel knows this in advance, as there are certain rules that have been implemented into [MAPP 04.02.01B](#). If the business destination is the same as the personal destination, and no additional destinations are included, then the travel card can be used to purchase the flight.

Registration that has been booked by the traveler, after the travel has been approved, can be reimbursed before the trip takes place. The receipt, with confirmation of payment needs to be provided to the correct business staff, so that payment can be made to the traveler.

Trip rules

The following are the maximum allowable rates for Meals and Lodging combined for UH travelers. All meals and lodging require receipts. Actual Meals and Lodging amount not exceeding the maximum allowable rate indicated below will be paid or reimbursed.

Overnight Travel Destination	Local Funds
Texas	\$220
Outside Texas and within the continental US	\$325
Outside continental US (including Alaska, Hawaii, Canada, Mexico, and other countries)	Higher of \$350 or rate on the GSA website (follow link to DOD website)

The maximum amount of tip that can be reimbursed is 20%. Any tip beyond this threshold will not be reimbursed.

The following are a list of expenses that cannot be reimbursed.

1. Movies (in a hotel or theater), sporting events, concerts, and plays. See MAPP 05.02.02.
2. Expenses involving only the consumption of alcoholic beverages (i.e., without food).
3. Any expense not relating to official university business.

4. The portion of any expense considered lavish, extravagant, or unnecessary to accomplish university business in view of the circumstances.
5. Expenses attributable to other employees (e.g., meals, lodging, airfare, etc.). However, rental cars and taxi fares may be reimbursed to one employee, though more than one employee uses the same rental car or taxi. Any exceptions to this restriction must be clearly documented and an explanation provided as to why it was necessary to pay for someone else's expenses.
6. Lodging expenses incurred at a place that is not a commercial lodging establishment.

Post-trip rules

Original and itemized receipts should be provided to the appropriate staff member within 5 days of the employee returning from the trip. The university time limit is within 60 days of the travel taking place, but in order to speed-up reimbursement, the College of Education is asking that receipts be turned in within 5 days.

Foreign Travel Meal Receipt Exception

Meal receipts may not be provided in some remote locations outside the United States. In those instances, the traveler must provide an itemized list of actual meal expenses and a written explanation for not providing meal receipts.

Organization of the receipts

It is the traveler's responsibility to provide all of the receipts to the staff members in an organized manner, i.e. taping the receipts onto blank sheets of paper will also speed-up the process and will make the process a lot smoother for everyone involved.

Signature needed

Once all of the receipts have been turned in, then staff members will prepare the travel expense report and the traveler will need to sign this. The expense report will also need to be signed by the employee's supervisor.