

### **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](mailto:lbell4@uh.edu).