**Same Day Trips**

**Non-overnight Transportation**

* **Employees**
* **How to process non-overnight travel expenses?**
	+ Concur or;
	+ PCC9 Regular Purchase Voucher
* **When to use Concur?**
* If a UH travel card is used for airfare, rental car, taxi or registration expenses
* If traveler paid for airfare, rental car, registration, public transportation or taxi outside of Houston metropolitan area
* Travel Request is required
* **When to use PCC9 Regular Purchase Voucher?**

Account code **54807** should be used if all of the following conditions are met:

* Payment for an employee (not a student, regent, prospective employee, contractor, or university guest
* On mileage, parking and tolls charged on non-overnight travel
* On public transportation and taxi in the Houston metropolitan area
* The payment is made with local (not state appropriated) funds
* Travel request is not required

**Note:** Expenses for employees traveling for recruiting should be processed through Concur.

* **What is *not* allowed for employees on non-overnight travel?**

Meal expenses incurred by employees during non-overnight travel are **not** reimbursable due to the Internal Revenue Service requirement that these reimbursements be considered a taxable fringe benefit.

* **Prospective employees, students, guests and contractors**
* Meals are **allowed** on non-overnight travel
* Airfare, rental car, taxi or registration expenses should be processed through Concur
* **How to process Non-overnight transportation reimbursements?**
* Use a regular (PCC9) voucher for employees
* Only for employees who have non-overnight travel (except recruiting)
* For mileage, attach a completed Mileage Report for the appropriate year at

[https://uh.edu/office-of-finance/ap-travel/travel-forms/](https://uh.edu/office-of-finance/ap-travel/travel-forms/%20) or a printout of a web-mileage calculator, such as MapQuest, which indicates the point-to-point mileage.

* Attach receipts for parking, tolls, public transportation, and taxi. If a receipt was not provided, write an explanation including the date, time, description of the expense, and the amount of the expense.