

REQUEST FOR TRAVEL BY GRADUATE STUDENT ON DEPARTMENTAL FUNDS

PLEASE CONSULT WITH OFFICE STAFF BEFORE INITIATING A TRAVEL REQUEST

REIMBURSEMENT OF TRAVEL EXPENSES WILL BE DENIED IF GUIDELINES ARE NOT FOLLOWED

Eligibility and Criteria:

1. As long as the allocated travel funds are available, all full-time Doctoral graduate students are eligible to apply.
2. The student should be in good academic standing and should be the first author presenter at the meeting.
3. Travel requests within the Continental USA should be submitted at least **30 DAYS** before departure. Travel requests outside the Continental USA should be submitted at least **60 DAYS** before departure.
4. A copy of the meeting information and accepted abstract should be submitted when making a request.
5. Subject to change without notice, the maximum amount for student travel per request on departmental funds is currently set at **\$800.00**. Departmental funds will not be allowed for traveling outside the continental USA.
6. Departmental funds can only be utilized **ONCE** per travel request per student within one Fiscal Year (Sept. 1 – Aug. 31 cycle).
7. The budget for travel is determined each year, therefore unused travel allowances cannot be carried over from one year to another.
8. Submission of UH Travel Request Form and receipts for reimbursement are still required. **ALL RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS UPON RETURN** or reimbursements **WILL NOT** be issued.
9. Only the **LEAST EXPENSIVE** means of transportation for getting to and returning from the meeting site will be accepted. Car rental and gas expenses are not allowed in addition to air travel.

10. In lieu of air travel, if it can be successfully proven via documentation to be more cost-effective (ex: carpooling multiple attendees), personal car usage may be considered as a viable means of transportation and mileage reimbursed at authorized standard rates by the State of Texas.

11. Plan ahead to avoid unnecessary expenses such as late registration fees, last minute airfare, booking of accommodations, etc . Departmental funds will not be used to cover additional expenses accrued due to poor planning. Sharing of accommodations, cab fare, etc. with fellow students is highly encouraged.

UNIVERSITY of HOUSTON

DEPARTMENT OF PHARMACOLOGICAL AND PHARMACEUTICAL SCIENCES

TRAVEL REQUEST FORM – GRADUATE STUDENT

Name: _____ Date of Request: _____
Name of Professional Meeting: _____
Meeting Dates: _____ Meeting Location: _____
Date of Departure: _____ Date of Return: _____
Departure City/State: _____ Destination City/State: _____
Title of Your Presentation: _____
Brief description of how this request relates to faculty activities, future research plans, or professional development: _____

REGISTRATION FEE

- Does this fee include meals/lodging? Yes No \$ _____

TRANSPORTATION

- Airfare: \$ _____
- Car Rental: \$ _____
- Personal Vehicle (# of miles): _____ \$ _____
- Local Transportation (bus, taxi, train, etc.): \$ _____
- Parking: \$ _____

LODGING

- # of Nights: _____ Rate per Night: \$ _____ \$ _____

MEALS (actual expenses or standard per diem rates are acceptable)

Date	Breakfast	Lunch	Dinner	
				\$ _____
				\$ _____
				\$ _____
				\$ _____
				\$ _____

OTHER (please specify):

_____ \$ _____

TOTAL: \$ _____

Student Signature: _____

Date: _____

Faculty Advisor Contribution Cost Center: _____

Amount: \$ _____

Faculty Advisor Approval Signature: _____

Date: _____

Department Contribution Cost Center: _____

Amount: \$ _____

Department Chair Approval Signature: _____

Date: _____

TOTAL: \$ _____