

Employee notified in Concur:

Date:

\*\*Office use only\*\*

University of Houston ~ Internal Travel Request
Department of Chemistry

Today's Date

Domestic:

Foreign:

NOTE: Foreign Travel Statement Addendum, Export Control Form, and Paid Airfare Itinerary are required with this request.

Traveler Name

Classification of Traveler

Job Title

UH Employee/Student ID

UH Employee

(If paid by UH check this box)

Phone

UH Student

Email

Purpose of Travel (If applicable, provide full title of conference/meeting/workshop)

Benefit of Travel (If using grant funds, specify how this travel directly benefits the grant.)

Additional Travel Information - Employees Only

Will any days be spent on non-business activity? Yes No If yes, list dates of non-business activity:
Check appropriate answers that apply to you: PI with federal grant? Yes No Salary paid from federal grant? Yes No
Currently teaching? Yes No If yes, complete next 3 fields: 1) Who will cover class(es) in absence:
2) Number of teaching days missed: 3) List class(es) missed:

Estimated Travel Expenditures

Direct-Billed Amount

To be Reimbursed by UH

\*Speedtype(s) to charge\*

Table with 4 columns: Expenditure Category, Direct-Billed Amount, To be Reimbursed by UH, Speedtype(s) to charge\*. Rows include Airfare, Lodging, Rental Car, Mileage, Meals, Incidentals, Conference Registration fee, and Total.

Third Party Information (if applicable): Will any travel expenses be covered by a third party? Yes No If yes, complete next 2 fields:

1) Amount covered: % \$ 2) Name of third party entity: (attach supporting documentation)

Itinerary \*\*If flying, travel departure/return dates must match departure/return dates on flight itinerary

Departure City/State/Country Destination City/State/Country
Departure Date Return Date
Rental Car Company (if applicable) Hotel Name or type "Private Residence"

Signatures and Dates: Please read the following statements prior to signing

- 1) I understand that this is NOT a formal travel request. A formal travel request will be created in the UH Concur Travel Management (Concur) system by the Travel Coordinator in the Chemistry Business office. Electronic approval, by me, my supervisor, and a certifying signatory is needed to complete this request. It is my responsibility to check the status of, and approve, this travel request in Concur.
2) I understand that upon completion of travel a reimbursement request, including required documentation, must be submitted to the business office no later than 60 days after travel is completed. Requests submitted after 60 days will not be processed.

Traveler Date
Supervisor/Unit Head Date

ATTACHMENTS:

- 1) Attached lodging confirmation, rental car information (if applicable) and airfare itinerary (if applicable) reflecting the class of travel (i.e. coach/economy)
2) Attached conference program, letter of invitation, website, or similar documentation