**UH Travel –Before Travel**

**Travel Request**

All UH travel needs to be approved in advance of the trip via a Concur Travel Request.

**Business vs Personal**

* For domestic travel, transportation costs to/from the business destination may be paid or reimbursed if business days exceed personal days. Otherwise, transportation costs will not be paid or reimbursed.
* For foreign travel, transportation costs to/from the business destination may be paid or reimbursed if approved by the appropriate Vice President.
* Meals and Lodging expenses on personal days and all expenses associated with personal activities are not covered by the university.

**Documentation requirements**

* **Conference –** Conference agenda/announcement showing the location and dates of the conference must be uploaded to the applicable Travel Request or Expense Report in Concur.
* **Non-Conference –** A daily itinerary/agenda supporting the business purpose for each day of travel must be uploaded to the applicable Expense Report in Concur.

**Airfare**

Airfare is limited to economy/coach class. Cost-upgrades to First Class, Business Class, Economy Plus, Comfort+, Business Select, Seating Upgrade, etc. are not allowed. However, certain additional fees (e.g., early bird, assigned seating, extra leg room) are allowed without justification. Additional accommodations due to medical issues will need to be approved via the policy exception request.

Airfare that includes a personal destination cannot be charged on a UH Travel Card. Reimbursement will be the lesser of the actual ticket (including personal destination) and an airfare quote (containing only business destinations).

**Meals and Lodging (Hotel)**

The combined expense amount must be within the [Combined Travel Meals and Lodging Limits](file:///Z:\Reimbursement%20Rates\combined-meals-and-lodging-travel-limits%20FY23.pdf).

Vice President’s approval is required if any amount in excess of the daily limits, otherwise will not be covered by the university and will be at the expense of the Traveler.

**Conference Hotel**

If you are staying at a conference hotel, document with the published rate must be uploaded to the Concur Expense Report. Lodging is allowed if the specific location with the published rate was provided by the organization offering the workshop/conference/training, or Vice Presidents’ approval is provided.

**Meals**

The university pays or reimburse travel meal expenses based on actual meal amounts. State agencies including IHEs do not use [Per Diem](https://fmx.cpa.texas.gov/fmx/travel/textravel/meallodg/index.php). If the meal amounts are equal to or less than [the federal Meals and Incidental Expenses (M&IE) rate](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem), you do not need to get receipts. If the meal amounts are more than the federal max rate, itemized receipts are required. Remember - your department may require receipts.

If conference hotel rate is used, actual meal expenses cannot exceed federal M&IE rate.

**Rental Car –** Rental cars are limited up to a full-sized vehicle. SUV/Van is allowed if 3 or more business travelers in party.

When traveling for UH Business, Employees are highly encouraged to book with [the State Contracted Rate](https://comptroller.texas.gov/purchasing/programs/travel-management/rental/). This rate is fixed and includes comprehensive insurance coverage.