**UH Travel – After Travel**

**Travel Request**

Local fund travel: If you did not complete the Travel Request, you will still need to create it with a late justification statement stating why it was not processed prior to the travel.

State fund travel: State fund travel requires the Travel Request prior to the travel. If the Travel Request was not completed accordingly, state fund cannot be used for paying or reimbursing for the travel.

**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.

**Receipt requirements**

* **Airfare –** Name of the employee and airline, ticket number, class of transportation, travel dates, amount of the airfare, origin and destination of each flight, and proof of payment.
* **Hotel –** Name and address of the commercial lodging establishment, name of the employee, single room rate, daily itemization of the lodging charges, and proof of payment.
* **Rental Car –** Name of the rental company, name of the employee renting the vehicle, starting and ending date of the rental, an itemization of expenses incurred, and proof of payment.
* **Meals –** Name and location of the restaurant, charge for each item, tip amount (if any), and proof of payment. Note: receipts are not required if the meal amounts are equal to or less than the corresponding federal max rates. If you are claiming the meal amount equal to the federal max rate, complete [Travel Justification Form](file:///Y:\AP_Travel\Streamline%20Doc\travel-justification-form%20with%20Lavish%20option.pdf) to clarify and document that you are not claiming Per Diem.

Receipts in foreign languages will need to be translated.

**Meals and Lodging (Hotel)**

The combined expense amount must be within the [Combined Travel Meals and Lodging Limits](https://uh.edu/office-of-finance/ap-travel_old/general/recent-changes/combined-meals-and-lodging-travel-limits.pdf).

Any amount in excess of the daily limits will not be covered by the university and will be at the expense of the Traveler.

If conference hotel rate is used, actual meal expenses cannot exceed [the federal Meals and Incidental Expenses (M&IE) rate](https://www.gsa.gov/travel/plan-book/per-diem-rates)

**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 President’s approval is provided

**Missing Receipts**

Airfare, Hotel, and Rental Vehicle – These expenses will not be paid or reimbursed without itemized receipts. Contact the vendor and obtain the receipt copy.

Meals – The meal expenses may be reimbursed up to [the federal Meals and Incidental Expenses (M&IE) rate](https://www.gsa.gov/travel/plan-book/per-diem-rates)without itemized receipts. Need to complete [Travel Justification Form](file:///Y:\AP_Travel\Streamline%20Doc\travel-justification-form%20with%20Lavish%20option.pdf).

Incidentals – The expenses may be reimbursed up to $75 without itemized receipts. The description and business purpose will need to be stated in the Expense Report.