Department of Chemistry - NSM Travel Reimbursement Form

Todays Date: _____ **Name:** _____

Travel Type: **Domestic:** _____ **Foreign:** _____ ~ Must include post trip agenda form that lists daily itinerary

Destination: _____ **Travel Dates:** _____

Home Address: _____

Classification (check all that apply)

Faculty: _____ Teaching/Research Assistant/Postdoc: _____

Staff: _____ Student: _____

Purpose of travel to UH (include conference/seminar title if applicable):

_____

Direct Benefit of travel to UH (include benefit to grant funded research if applicable):

_____

#	Description	Comments	Cost Center to Charge	Amount to be Reimbursed	Traveler Comments
1	**Airfare**	**Required Doc's:** Flight itinerary reflecting payment			
2	**Lodging - Actual**	**Required Doc's:** Folio reflecting nightly charge, taxes, and payment. List taxes on line #3 below)			
3	**Hotel taxes**				
4	**Registration**	**Required Doc's:** Receipt reflecting payment			
5	**Meals - Actual**	**Required Doc's:** itemized receipts reflecting payment. Meals actual #5 & Meals - Per diem #6 cannot both be claimed.			
6	**Meals - Per Diem** ____ **Days X** _____ **Amount/Day**	**Required Info.:** List amount spent on meals. Must fall within allowed per diem rate.			
7	**Mileage UH/airport** For personal vehicle only				
8	**Other mileage** Specify Point-to-Point address below: 8a. Departure Address: _____ 8b. Destination Address: _____				
9	**Parking**				
10	**Rental car**	**Required Doc's:** Receipt reflecting payment			
11	**Rental Car Gasoline** Not for personal vehicle				
12	**Tolls**				
13	**Tips for baggage handling**				
14	**Taxi/Shuttle/Bus/Rail**				
15	**Other (specify):** _____				

Additional Comments: _____

Total $ _____

Signature: _____ **Date:** _____

I understand that this is NOT a formal reimbursement request. A formal reimbursement request will be prepared in the UH Concur Travel Management system by the Chemistry Travel Coordinator. Electronic approval will be needed by me and a certifying signatory (automatically selected in Concur) before reimbursement can be issued. It is my responsibility to check the status of, and approve the reimbursement request (expense report) in Concur.