

Department of Earth & Atmospheric Sciences Travel Reimbursement Form

Travel Destination(s): _____

Date: _____

Travel Dates: _____

Name: _____

PeopleSoft ID: _____

Home Address _____

Classification (check one)
 UH Faculty _____ UH TA/RA _____
 UH Student _____ Other (specify): _____

Purpose/Benefit of Travel to UH: _____

Direct Benefit of this travel to the Grant (If using grant funds): _____

Presentation/Seminar Title (if applicable): _____

#	Description	Comments	Speed Type	Amount To be Reimbursed	Check if Direct Billed	Direct Billed Amount (for UH Staff to complete)
1	Airfare	Please attach itinerary and receipt				
2	Lodging - Actual	Taxes are separate line (see #12)				
3	Rental car	Please attach paid receipt				
4	Registration	Please include paid receipt/confirmation				
5	Meals - Actual	You cannot claim both actual #5 and per diem #6 meals. Itemized receipts				
6	Meals - Per diem Days x \$ _____	You cannot claim both actual #5 and per diem #6 meals.				
7	Mileage UH/airport	IAH=23.91 miles; HOB=8.4 miles. (For personal vehicle only)				
8	Other mileage 8a. Departure Address: _____ 8b. Destination Address: _____	Attach proof of mileage. Specify Point-to-Point address below:				
9	Parking					
10	Rental car gasoline	Not for personal vehicle				
11	Tolls					
12	Hotel taxes					
13	Tips for baggage handling					
14	Business phone calls	Please label as "Business" on your statement				
15	Taxi/Shuttle/Bus/Rail					
16	Other (specify): _____					

Total _____

Comments:

Signature: _____

Date: _____

Direct + Reimbursed _____