

**University of Houston ~ Internal Travel Request
Department of Earth & Atmospheric Sciences**

Today's Date _____ Domestic: _____ Foreign: _____
 Traveler Name _____
 Job Title _____ UH Employee/Student ID _____
 Phone _____ UH Student _____
 Email _____

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

Classification of Traveler

(If paid by UH check this box)

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*
Airfare	_____	_____	_____
Lodging	_____	_____	_____
Rental Car (Claim Gas Expense)	_____	_____	_____
Mileage (Personal Vehicle Use)	_____	_____	_____
Check one: Per diem Actual			
Meals	_____	_____	_____
Incidentals	_____	_____	_____
Conference Registration fee	_____	_____	_____
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 entered into the UH Concur Travel management system by a delegate in the Earth and Atmospheric Sciences Business office by which electronic approval, by me, my supervisor, and a certifying signatory is needed to complete the request.

2) I understand that upon completion of travel a reimbursement request, including required documentation, must be submitted to the business office no later than 45 days after travel is completed. Requests submitted after 45 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