UNIVERSITY of HOUSTON
Department of Mathematics

Travel Reimbursement Request
PLEASE READ INSTRUCTIONS ON PAGE 2

Traveler Name

Destination(s):

Departure Date:

MEALS & LODGING

LODGING: Dates: _____ Total: _____ Dates: _____ Total: _____

MEALS: ☐ Actual Meal Expenses (Submit all meal receipts.)

☐ Per Diem Meals Total Requested: $ _____ (Complete and sign reverse side.)

TRANSPORTATION

Airfare: Billed to UH: $_____ Traveler-paid airfare:#____Amt_____

Mileage: From_____To_____ ☐ Round trip ☐ One Way

Rental Car: Receipt #____Amount:_____ ☐ Billed to UH ☐ Paid by Traveler

Other Transportation (Taxi, Shuttle, Metro, Subway, Train):

#	Date	Type (Taxi, Bus)	Origin	Destination	Amount/Currency
___	_____	_____	_____	_____	_____
___	_____	_____	_____	_____	_____
___	_____	_____	_____	_____	_____
___	_____	_____	_____	_____	_____
___	_____	_____	_____	_____	_____
___	_____	_____	_____	_____	_____

INCIDENTALS

Airport fees: #____Date:_____Amt/cur_____ #____Date:_____Amt/cur_____

Rental car gas: #____Date:_____Amt/cur:_____ #____Date:_____Amt/cur:_____

#_____Registration fee for_____. Amt/curr_____ ☐ Billed to UH

#_____Parking from date_____to_____. Amount/currency:_____

#_____Parking from date_____to_____. Amount/currency:_____

Other:_____

_____

_____

Total Reimbursement Requested:_____SIGNATURE: _____Date: _____

Please email completed form and backup documentation to travel@math.uh.edu

INCOMPLETE REQUESTS WILL BE RETURNED TO YOU AND WILL NOT BE PROCESSED

Travel Reimbursement Request
Instructions

QUICK INSTRUCTIONS

1. Mark "MEAL" at the top of meal receipts, "HOTEL" at the top of hotel receipts, and number every other receipt. DO NOT use any adhesive to stick the receipts to regular paper; leave them loose.
2. Fill out this form: give totals from the hotel bills, choose actual or per diem meals, outline transportation and incidentals, and sign the form. Use additional forms if necessary.
3. Provide a translation of any hotel bill in a foreign language.
4. Clip or staple all of your backup (airfare itinerary, translations, receipts, etc) to this form & place in the Accounts Payable Box.

DETAILED INSTRUCTIONS

Number each of your non-hotel, non-meal receipts. The number should correspond to the '#' next to each item listed on this form. If you do not wish to convert foreign currency, write the currency (EUR, CNY) next to the amount. **Do not staple, tape, glue or otherwise adhese** the receipts to any other paper.

___ Air Travel Itinerary for all air travel
___ This Signed Travel Reimbursement Request (TRR)
___ Air Travel Receipts for all travel that is not ticketless
___ Translations for all foreign hotel bills
___ All Receipts with numbers that correspond to this TRR
___ Trip Report

HOTELS: Mark "HOTEL" on hotel receipts. For expenses on your hotel bill for which you don't ask reimbursement, place an 'X' next to the item on the hotel bill. If you ask only a portion of food reimbursement, write '1/2' or '1/3,' etc. You must provide a translation of any foreign language used in the itemization of the hotel bill.

MEALS: For **actual meal expenses**, mark "MEAL" at the top of each receipt. If you claim less than 100% of the bill, mark 1/3, 1/2, etc, or place an X next to each item you do not request reimbursement. Delete any alcohol. NOTE: Business meals can be included on your travel reimbursement request however, you will need to note the attendees affiliation and the discussion topic. For **per diem meals**, please note that there is a cap on per diem meals depending on the destination. The following is for your use to calculate the total per diem you would like reimbursed. No meal receipts are necessary.

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I certify that I spent at least these dollar amounts listed above on meals during this trip.
Signature:_____ Name:_____ Date:_____

TRANSPORTATION: In the "Other Transportation" section, # = Receipt number, and we MUST have your origin and destination for each receipt. If you have non-receipted transportation, write "none" under the # column.

INCIDENTALS: Incidental expenses are all expenses which are not easily classified into the above classes of expenses. When using this space, make sure you cite the receipt number next to the expense detail. "Registration fee for____" requests the name of the conference.