

## Important Items for Travelers

All overnight trips must be processed in the CONCUR software (non-overnight conferences, parking, mileage etc will be processed by voucher)

Submit your Concur travel request well in advance of your trip (2-4 weeks early.) The request has 2 approvers (your advisor and dept business admin) and if it is not approved before you depart, you will be asked to write a late justification memo explaining why.

If your salary comes from a grant, that is the cost center you should be traveling on.

Flights are reimbursed in economy/coach fares only. Baggage fees are reimbursable with receipt.

Hotel should be booked using a reputable booking site like Expedia or directly at Hilton.com or the conference-suggested hotel. For reimbursement, you will need an itemized hotel bill showing guest name, credit card digits, nightly room fee and nightly room taxes. The University cannot reimburse hotel bills that show “pay-one-price” hotel stay, these are usually given by smaller third-party booking sites offering savings but the bill does not show the tax rate and UH needs that information.

Airbnb stays are allowed. Each person staying in the house needs to do a travel request and will need to ask for reimbursement for their own portion. UH is no longer letting one person pay for the whole room and then get reimbursed for the whole room, because this puts the traveler over the “Meal and Lodging Travel Limit.”

Meals during travel are reimbursable with itemized receipts. The receipt should show the specific food that was ordered and the credit card that was used.

If driving to the conference in your personal car, mileage can be requested as part of your reimbursement. If requesting mileage, then you will not need gas receipts because those are included in the mileage fee. If you are renting a car, up to a “full-size” car is reimbursable and also the gas receipts will be reimbursed. UH can reimburse a larger-type vehicle (SUV) if you provide the travel requests of 3 or more travelers.