

# University of Houston Travel Justification Form

Date

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Traveler Name

Travel Dates

Travel Destination(s)

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Type of Justification

Justification

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Traveler Signature

*Note: Justifications must be clear and sufficient. For example, a significant airfare cost saving by staying overnight would be an acceptable justification if appropriate supporting documents (e.g., airfare quote comparisons at the time of booking) are provided.*