

ECE Pre-Travel Worksheet

Traveler Classification: UH Employee ____ UH Student (non-employee) ____ UH Guest ____

ALL TRAVELERS (including guests): YOU MUST HAVE ACCESS TO THE CONCUR TRAVEL SYSTEM PRIOR TO TRAVELING. PLEASE LOGIN TO P.A.S.S. AND VERIFY THAT YOU HAVE CONCUR ACCESS PRIOR TO SUBMITTING YOUR TRAVEL WORKSHEET. FAILURE TO DO SO MAY CAUSE DELAYS IN PROCESSING YOUR REQUEST

Traveler Name: _____ Traveler DOB: _____ Phone: _____

Traveler Email: _____ PS ID: _____ Frequent Flyer Info: _____

DOMESTIC: _____ FOREIGN: _____ (foreign travel requires a Trip Report)
(If foreign, complete the 'Export Controls & Travel Embargo' form, and the Fly America waiver if necessary)

TRAVEL DESTINATION(S): _____

TRAVEL DATES: Departure _____ Return _____

AIRFARE COST: _____ (provide preferred itinerary) Book in Concur ____ **OR** Book by Traveler ____

HOTEL: Nightly Rate: _____ Total Cost: _____ Book in Concur ____ **OR** Book by Traveler ____

REGISTRATION FEE(S): _____ Book in Concur ____ **OR** Book by Traveler ____

RENTAL CAR (or other transportation): _____ Book in Concur ____ **OR** Book by Traveler ____

PERSONAL CAR: Y / N Total Mileage (include mapquest): _____

Cost Center(s): _____ (include split breakdown as needed)

If any of the following special circumstances apply, check as many as appropriate and provide additional details

____ A portion will be considered personal travel: Personal Days: _____

____ A portion will be reimbursed by 3rd party: Please indicate amount & Third Party Info _____

____ Will your classes be covered? Explain: _____

Purpose of travel AND benefit to UH/Department:

REQUIRED ATTACHMENTS:

- 1) Copies of estimates of all relative travel arrangements: Air, Hotel, Registration, Rental Car, etc
- 2) Conference Program, letter of invitation, website, or similar documentation
- 3) Supporting documentation for expenses to be reimbursed by 3rd party (if applicable)
- 4) All required UH Travel Policy documentation
- 5) CONCUR setup forms, if needed: Vendor setup forms, Concur access form (consult with business office, as needed)

Acknowledgement: My initials below indicates my understanding of these statements -

* I understand that the reimbursement request, including required documentation, must initiated in CONCUR no later than 60 days after travel is completed. Requests submitted after 60 days WILL NOT be processed.

* I understand that I must submit a TRIP REPORT within 15 days of my return that describes the activities and meetings, including those individuals attending, and how the trip was beneficial for the University. This is required for all travel.

Traveler Initials: _____ Date _____ Supervisor Name: _____