

ECE TRAVEL PROCEDURES

TRAVEL REQUESTS

There must be an approved Travel Request on file prior to making any travel arrangements (i.e. booking airfare). In the event arrangements are made without an approved travel request, the traveler may not be reimbursed for any associated cost, per University of Houston policy

TRAVEL REIMBURSEMENTS

Please submit reimbursement request form along with any receipts related to your travel to ecetrav@uh.edu

Reimbursement request must be submitted no later than 60days from the end of travel

- ❖ **Please ensure ECE request and expense delegates are setup. (Both will need to be done)**
- ❖ **Failure to setup the delegations can cause delays in the approval/reimbursement process.**

ECE Request and Expense Delegates:

Loretta Herbek

Elizabeth Giron

Jenna Greengold

Directions to setup Delegates:

1. Login to PASS
2. Follow Concur link
3. Go to Profile Settings
4. Left side of page go to Request delegates
5. Click Add
6. Search for individual you are assigning as a delegate, click add
7. Be sure to check the boxes shown below

Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Save
9. Please also go to expense delegate and repeat steps 5-8
10. [Notify me once this action has been completed \(ecetrav@central.uh.edu\)](mailto:ecetrav@central.uh.edu)

Questions please contact: ECE_Travel (ecetrav@central.uh.edu)

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