

ECE Travel Checklist

Domestic	Foreign
Travel request to be submitted at least <u>7</u> days in advance	Travel request to be submitted at least <u>30</u> days in advance
Complete Travel Worksheet <input type="checkbox"/> ECE Travel Worksheet	Complete Travel Worksheet <input type="checkbox"/> ECE Travel Worksheet
Vendor ID setup	Vendor ID setup
Concur setup <input type="checkbox"/> Request Delegate <input type="checkbox"/> Expense Delegate	Concur setup <input type="checkbox"/> Request Delegate <input type="checkbox"/> Expense Delegate
Travel Request <input type="checkbox"/> Traveler Name <input type="checkbox"/> Department <input type="checkbox"/> Purpose/Benefit statement <input type="checkbox"/> Cost Center <input type="checkbox"/> <i>Federal</i> <input type="checkbox"/> <i>Local</i> <input type="checkbox"/> Conference (link or Announcement) <input type="checkbox"/> Travel Dates <input type="checkbox"/> <i>Personal Days, if yes-how many</i> <input type="checkbox"/> Third party (provide letter from host) <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> <i>Attach documentation of estimates/quotes</i>	Travel Request <input type="checkbox"/> Traveler Name <input type="checkbox"/> Department <input type="checkbox"/> Purpose/Benefit statement <input type="checkbox"/> Cost Center <input type="checkbox"/> <i>Federal</i> <input type="checkbox"/> <i>Local</i> <input type="checkbox"/> Conference (link or Announcement) <input type="checkbox"/> Travel Dates <input type="checkbox"/> <i>Personal Days, if yes-how many</i> <input type="checkbox"/> Third party (provide letter from host) <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> <i>Attach documentation of estimates/quotes</i>
For all travel related questions please contact: ecetrav@uh.edu Loretta Herbek Phone: 713-743-4435 or Mary Carter Phone: 713-743-9933	Daily Itinerary
	Required Forms Export Controls and Travel Embargo Fly America Act Waiver checklist