



## **Travel Worksheet Instructions**

### ➤ **Objective:**

The purpose of the travel worksheet is to provide the business office with the necessary information to allow us to accurately fill out the Travel Request for you and get your trip authorized. You no longer have to fill out the UH Travel Request. In the past, incomplete, yet, signed Travel Requests are being submitted to the business office. To avoid any signatures on an incomplete Travel Request, we are asking that instead you provide the necessary info on the **Travel Worksheet**. You will then be notified to stop by and sign your Travel Request in the business office once we confirm all necessary information has been provided.

### ➤ **Reservations:**

If you plan to make your reservations on your own and get reimbursed by ECE after your trip, you **MUST** check the option “To Be Paid by Traveler” next to the referenced expense type. This does NOT mean you are covering the cost. This simply lets the business office know that we are not making any direct reservations on your behalf prior to travel.

If you prefer that the business office directly make reservations on your behalf, you **MUST** check the option “To Be Paid by ECE” next to the referenced expense type. You also **NEED** to provide a copy or provide information of your desired reservation (copy of flight carrier, flight time, airport location, hotel, etc). We will **NOT** process the reservation without this info.

### ➤ **Mileage:**

If you plan on driving your own car, UH does **NOT** reimburse for gas. We only reimburse for mileage in personal vehicles (gas is reimbursed with rental cars only). You **MUST** provide a MapQuest reference showing your destination and return address.

### ➤ **Personal Days & Third Party Reimbursements:**

If you plan on including personal days in your travel plans (+/- 2 or more days outside of business days) **OR** you plan on being reimbursed by a third party, you MUST make your own reservations as your reimbursement will only be based on business days or a varied amount. If your personal days exceed your business days, you will **NOT** be reimbursed for airfare. If this applies to your travel, be sure to check “To be Paid by Traveler” next to the expense type.

### ➤ **Multi-city:**

You **MUST** list each city you plan on being in. Even if it’s just the airport location, and you are driving to another city for business (Example: flying into Houston, but conference in Galveston; you must put Houston & Galveston as destinations). If you incur an expense in a city not listed on your Travel Worksheet or Travel Request, you will **NOT** get reimbursed for it.

**NOTE: We will include a minimal amount for meals and incidentals in the Travel Request unless you specify otherwise, but we will only reimburse what you ask for when you return from your trip.**

*For additional questions, please contact Loretta Herbek or David McMullen*

**Thank You!**