**Travel Guidelines 2016-2017**

* **All travel taken by TIMES employees, whether TIMES sponsored or 3rd Party sponsored, must be approved in advance of travel.**
* **Travel reimbursement materials must be received by Bertha Gil no later than 60 days after the last date of travel. Failure to turn in reimbursement materials by the deadline will result in no reimbursement to the traveler.**
* **There will be No Exceptions on travel. If the traveler is not following reimbursement guidelines, they will not be reimbursed.**

Below is a refresher on travel policies:

**Please read the following guidelines carefully.**

**Travel Guidelines:**

* Complete a Travel Request in Concur:
  + A travel request must be completed for any overnight travel you will be taking on behalf of the University. Ideally, this should be done at least **three weeks** prior to travel so that all necessary approvals can be received as required by the University.
  + Advanced approval of travel is required per MAPP 04.02.01A.
* All travel that is related to University business, programs, or activities, whether paid by the University or not, **must be approved in advance (i.e., prior to departure)** **by all required approvers for the following categories of travelers;** employees, prospective employees/students, UHS contractors (paid a fee) or University guest (not a paid fee).
* For international travel, please complete the foreign forms required for processing a foreign travel request. The travel request requires additional approval from VP/or Provost. Therefore, we encourage you to submit the TR at least four weeks prior to the first date of travel.
* All travel requests must include supporting documentation such as Principal Investigator, proposed airfare, hotel information, conference registration rates, and acceptance letter from the sponsor.
* All travel expenses should be finalized after approvals are received.
* If a third party is paying for your travel expenses, a Travel Request must still be completed for insurance purposes. In this case, you will select “Yes” to the third party question.

Travel Request:

* To complete a Travel Request in Concur, you need to login through AccessUH and click on “Concur Travel Management” icon.
* Below are the instructions on how to process a travel request.
* Please contact Bertha Gil for the cost center string information. The cost center string can also be found on the TIMES SharePoint Chart of Accounts:

<http://my.times.uh.edu/Core/admin/Lists/ChartOfAccounts/AllItems.aspx>

* + Bertha will send a notification when the TR is ready for submission.
  + Once you logged into Concur, please accept and submit the TR for approvals.
  + Once the TR is fully approved, then travel can be finalized.

**Travel Reimbursements –**

* Reimbursement materials must be received no later than 60 days from the last day of travel; otherwise the University reserves the right to deny your reimbursement.
  + The following receipts should be forwarded to Bertha  in a timely manner for your travel reimbursement:
    - Hotel (please note that your hotel bill needs to show a zero balance)
    - Rental car
    - Gas
    - Taxi
    - Parking
    - Tolls
  + Meals:
    - Send an email to Bertha with estimates of your daily meal expenses (i.e. Monday 2/4 - $25.00, Tuesday 2/5 – $42.00)
    - While you shouldn’t turn in actual receipts, you may want to hang on to them in your personal files. If the University questions your meal estimates (this typically happens when you claim a full day’s per diem) they will contact you directly.
  + Upon receipt of your reimbursement materials, Bertha will process an Expense Report in Concur.
  + When the Expense Report is completed, Bertha will send a notification to accept and submit the Expense Report for approvals.

**Mileage and other reimbursements:**

* The Mileage report can be found on the TIMES sharepoint forms page - <http://my.times.uh.edu/Core/admin/Forms/Forms/AllItems.aspx>
  + Each leg of your mileage should be recorded on one line (ex: Line 1 - home to school, Line 2 – school to home)
  + Please make sure you record the exact mileage total for each leg with no rounding.
  + Provide print-outs of driving directions from Mapquest or Google Maps that show the mileage totals. The actual map is not necessary, only the pages showing the beginning and ending locations and the distance between them. These should be ordered by date line when you submit them. Duplicates are not required.
  + Your physical signature is required on mileage report and the cost center should be written somewhere on the page.
  + The mileage reports and print-outs should be submitted through Quartzy for PI approval & processing.
* Reimbursements for work related purchases should be submitted to Stephanie Quinn with the TIMES Reimbursement Coversheet which can be found on the TIMES sharepoint website at <http://my.times.uh.edu/Core/admin/Forms/Forms/AllItems.aspx>.
  + Information you will provide on the reimbursement coversheet includes the purpose of your purchase, the cost center from which the expense should be paid, your signature, and the signature of the PI of the cost center you’re using.
  + Receipts should be taped to the coversheet or attached to the back of it.

-If there are any questions or concerns regarding your travel or reimbursements, please let us know. We’re here to assist you.