

Travel Reimbursement Checklist

	State Funds	Local Funds
REQUIRED FOR TRAVEL REQUEST (employees, prospective employees, students, and central billed airfare for contractors)		
Travel Request contains all required information (see MAPP 4.02.01A or B)		
Travel Request signed by employee, supervisor/unit head, and certifying signatory		
Travel Request signed by Research Financial Services for travel on grant or contract		
Travel Request signed by unit head and certifying signatory for centrally billed contractor airfare	N/A	
Travel Request signed by vice president for university guest travel	N/A	
Travel Request signed by vice president for employee and prospective employee foreign travel		
Travel Request signed by president for employee and prospective employee foreign travel	N/A	
Request for Governor's Approval signed by traveler, president and governor's office for employee and prospective employee foreign travel		N/A
Signed statement from traveler acknowledging risk of traveling to foreign country for which US Dept of State has issued a travel advisory		N/A
Revised Request for Governor's Approval if departure or return date changes by more than 7 days or expenses by more than 10%		N/A
Confirmation of notification to Office of State-Federal Relations for travel to Washington DC area at least 7 days before departure		N/A
Copy of explanation letter to Office of State-Federal Relations for not providing notification at least 7 days before departure		N/A
REQUIRED FOR TRAVEL ADVANCE (employees only)		
Completed Travel Advance Application signed by employee, college/division administrator, and travel coordinator		
Purchase Voucher signed by certifying signatory and travel coordinator to charge travel advance account (022898-1346)		
Completed and signed Travel Request with required attachments		
REQUIRED FOR TRAVEL VOUCHER (employee, prospective employee, and student travel reimbursements)		
Travel Voucher contains all required information (see MAPP 4.02.01A or B)		
Travel Voucher signed by employee, prospective employee, supervisor/unit head, and certifying signatory		
Travel Voucher signed by Research Financial Services for travel on grant or contract		
Addendum B for use of non-contracted airfare, hotel, or rental car (see Addendum B for allowable exceptions)		N/A
Memo signed by college/division administrator and UH travel coordinator for use of non-contracted vendor not covered by Add. B		N/A
Memo from traveler, signed by travel coordinator, for state hotel occupancy tax paid to Texas hotel when exemption form was refused		
Memo of explanation signed by college/division administrator for submittal of Travel Voucher more than 60 days after end of trip		
Original receipts for traveler paid airfare (ticket stub), rental car (itemized receipt), and lodging (itemized receipt)		
Receipts in foreign currency converted to US dollars with exchange rate indicated		
Itinerary from travel agency, it ticketless travel and/or used contracted travel agency		
Registration confirmation or letter of invitation, if available		
Copy of completed and approved Travel Request		
Copy of Purchase Voucher used for travel advance		
Personal check from traveler, payable to UH, for excess travel advance on local funds	N/A	
Copy of local Travel Voucher attached to state TV (and vice versa) when travel expenses are split between state and local accounts		
Travel Voucher Continuation Form (created in FINAPS), if traveler is setup in FINAPS		
Copy of approved Request for Governor's Approval for employee or prospective employee foreign travel and any related documentation		N/A
Confirmation of notification to Office of State-Federal Relations for travel to Washington DC area and any related documentation		N/A
Copy of approved state hotel occupancy tax reimbursement request		
Taxable Payments or Reimbursements to UH Employees on a Travel or Purchase Voucher form, if non-overnight meals on state funds		N/A
Amounts Deducted on Travel Voucher form (use of form is optional, since deductions may be itemized on Travel Voucher)		
Third party reimbursements on state TV: if reimbursement rcvd before signing TV, deduct on TV; if rcvd after, deposit in UH account		N/A
Third party reimbursements on local TV: do not deduct reimbursement on TV but deposit third party check in UH account	N/A	
REQUIRED FOR PURCHASE VOUCHER (contractors and university guests travel reimbursement)		
Purchase Voucher signed by certifying signatory		
Travel Request signed by unit head and certifying signatory for centrally billed contractor airfare (may not pay contractor a fee for services)		
Travel Request signed by unit head, certifying signatory, and vice president for university guest travel		
Copy of executed contract with all attachments for contractor reimbursement (contract must state that expenses will be reimbursed)		
Receipts for airfare, rental car, and hotel and itemization of other actual expenses (not to exceed contract amount for contractor)		
Legal descriptive text of Purchase Voucher must contain: contract amount, less previous pmnts, less this pmt, contract balance		

Traveler: _____

Travel Request: _____

Travel (Purchase) Voucher: _____