

## Travel

**No Exceptions on any travel request that are NOT submitted in a timely manner.**

**Travel that takes place without a prior travel request will not be reimbursed.** The following deadlines are applicable for all employees, prospective employees, students, and university guests.

**Reimbursements:** All expenses are to be submitted into Concur no later than 60 days of returning from travel. Any entries submitted after 60 days are considered taxable income.

**Department Travel Card Usage:** Airfare or hotel purchases are **ONLY** allowed after the travel request has been submitted in concur and fully approved.

### Domestic Travel

As of March 7, university-sanctioned domestic travel may resume using regular travel procedures and approval processes in place pre-COVID-19.

- **Travel request** are to be submitted at least **2 weeks** in advance in **Concur** <https://www.concursolutions.com/> and the following items are required
  - *Travel Request*
  - *Itinerary schedule of the travel with dates and activity*
  - *Paid economy class airfare*

### International Travel

No changes from the current protocol are being made. As a reminder, for university-sanctioned international travel, only travel consistent with the mission of the University will be permitted at the discretion of the applicable Vice President. This is effective until further notice based on conditions abroad.

- **The university-sanctioned international travel request form** should be filled out and sent to My Dung Lieu ([mnlieu@central.uh.edu](mailto:mnlieu@central.uh.edu)) to obtain pre-approval from department chair and dean **7 weeks** before travel. Once approved, traveler will receive the form back via email to be uploaded to their travel request.
- **Travel requests** are to be submitted at least **6 weeks** in advance in **Concur** <https://www.concursolutions.com/> and the following items are required
  - *Travel Request*
  - *Export Control and Travel Embargo Form (if applicable)*
  - *Itinerary schedule of the travel with dates and activity*
  - *Paid economy class airfare*
  - *International Travel Exception Form*
  - *Fly America Act Waiver Checklist (If applicable)*

\*\*\* International travel requests are approved every **Monday** and **Friday in Concur (Final administration approval)**

The link below will have all travel related forms.  
<https://uh.edu/office-of-finance/ap-travel/forms/>