

Faculty and Staff:

Effective immediately for FY25, the *combined meals and lodging travel limit* for all **foreign country travel** may not exceed **\$490 per day**. This guideline has been adopted from the University of Houston (UH) Main Campus to better align with university-wide practices and to accommodate our travelers on international business trips.

Key Points to Remember:

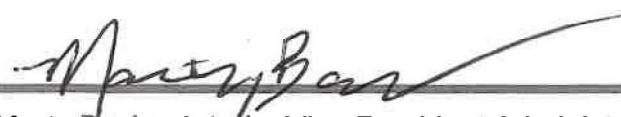

- The daily limit of \$490 covers both meals and lodging while traveling abroad.
- This new limit applies exclusively to international travel, and not domestic.
- Please be mindful of this cap when booking your accommodations and planning your meals abroad.
- Itemized Receipts are required for all foreign Lodging
- No receipt required for Meals within the total daily limit (included with Lodging; Ex: Lodging: \$405, Meals: \$85 = Total: \$490)

If you are traveling to a destination where expenses might exceed the \$490 daily limit, please ensure to provide the necessary documentation or justification for an exception approval *prior to traveling abroad* from the AVP of Business Operations or Vice President of Finance and Administration.

How This Affects Your Travel:

- When planning your trip, consider staying within the combined daily limit to ensure all expenses are reimbursed in full.
- If your lodging or meal expenses exceed the daily limit, you will need to submit additional documentation or follow the proper channels for approval.

For any questions or further clarification on this policy, please feel free to contact our Travel Office: concurtravel@uhcl.edu.


2/28/2025
Marty Baylor, Interim Vice President Administration & Finance
2/28/2025
Dr. Richard Walker, President