

UHCL BUSINESS OPERATIONS STUDENT GROUP TRAVEL - ACTUAL MEAL COSTS PAID BY TRAVEL CARD

The Travel Office requires a **quarterly student group trip plan, 30-days in advance** of the quarter:

- A. Q1 [AUG-OCT] – Provide plan by July 1st
- B. Q2 [NOV-JAN] – Provide plan by Oct 1st
- C. Q3 [FEB-APR] – Provide plan by Jan 1st
- D. Q4 [MAY-JUL] – Provide plan by Apr 1st

INSTRUCTIONS:

1. Please fill in sections 1-3 below.
2. Email completed/Signed form to: concurtravel@uhcl.edu; subject line: *Student Group Travel Plan*.
3. The Travel Office will enable Trip Leader's T-Card to pay for student trip meals **ONLY** for the duration of the trip.

Please NOTE: Itemized receipts for meal expenses are required.

1. TRIP LEADER/CARDHOLDER:

First Name

Last Name

Last 4 #'s on T-Card to be used

Department

DBA/CBA

2. TRIP INFORMATION:

Start Date of Travel

End Date of Travel

City/State

3. APPROVAL/SIGNATURE:

Trip Leader/Cardholder

Date

DBA/CBA

Date

Director of Travel

Date

UHCL TRAVEL OFFICE

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