

## Same Day Trips Non-overnight Transportation

- **Employees**
  - **How to process non-overnight travel expenses?**
    - Concur or;
    - PCC9 Regular Purchase Voucher
  - **When to use Concur?**
    - If a UH travel card is used for airfare, rental car, taxi or registration expenses
    - If traveler paid for airfare, rental car, registration, public transportation or taxi outside of Houston metropolitan area
  - **When to use PCC9 Regular Purchase Voucher?**

Account code **54807** should be used if all of the following conditions are met:

    - Payment for an employee (not a student, regent, prospective employee, contractor, or university guest)
    - On mileage, parking and tolls charged on non-overnight travel
    - On public transportation and taxi in the Houston metropolitan area
    - The payment is made with local (not state appropriated) funds

**Note:** Expenses for employees traveling for recruiting should be processed through Concur.

- **What is not allowed for employees on non-overnight travel?**

Meal expenses incurred by employees during non-overnight travel are **not** reimbursable due to the Internal Revenue Service requirement that these reimbursements be considered a taxable fringe benefit.
- **Prospective employees, students, guests and contractors**
  - Meals are **allowed** on non-overnight travel
  - Airfare, rental car, taxi or registration expenses should be processed through Concur
- **How to process Non-overnight transportation reimbursements?**
  - Use a regular (PCC9) voucher for employees
  - Travel request is not required
  - Only for employees who have non-overnight travel (except recruiting)
  - For mileage, attach a completed Mileage Report for the appropriate year at <https://uh.edu/office-of-finance/ap-travel/travel-forms/> or a printout of a web-mileage calculator, such as MapQuest, which indicates the point-to-point mileage.
  - Attach receipts for parking, tolls, public transportation, and taxi. If a receipt was not provided, write an explanation including the date, time, description of the expense, and the amount of the expense.