# Required Documentation for Travel and Personal Leave

## A. For Faculty, Lecturers and Graduate Assistants

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Purpose of Travel During the <strong>ON-DUTY PERIOD</strong></th>
<th>Purpose of Travel During the <strong>OFF-DUTY PERIOD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty, Instructional</strong> <em>(9 month and 11 month)</em></td>
<td>UH Business Only</td>
<td>Personal Travel Only</td>
</tr>
<tr>
<td>Faculty, Specialist*</td>
<td>•Travel Request**</td>
<td>•Travel Request**</td>
</tr>
<tr>
<td>Lecturers</td>
<td>•Travel Request**</td>
<td>•Travel Request**</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>•Travel Request**</td>
<td>•Personal Leave Memo to the Supervisor***</td>
</tr>
</tbody>
</table>

*Employees who accrue vacation leave.
** Travel Completion within 7 days of return
*** Memo submitted to Chair following required format

## B. For Civil Service and APT Employees

<table>
<thead>
<tr>
<th>Type of Employees</th>
<th>UH Business Only</th>
<th>Personal Travel Only</th>
<th>UH Business and Personal Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service Staff* and Administrative Professional Technicians (APT)*</td>
<td>•Travel Request**</td>
<td>•Leave Form (UH Form 1)</td>
<td>•Travel Request**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>•Leave Form (UH Form 1)</td>
</tr>
</tbody>
</table>

*Employees who accrue vacation leave.
** Travel Completion within 7 days of return
*** Memo submitted to Chair following required format