I need to submit my boarding pass for reimbursement.
False. Not required.

Excess lodging above FAR or rates set by the Collective Bargaining Units require business justification and two-quote hotel comparison.
True, only if the hotel is NOT a conference hotel.

Electronic payment (EFT) is not available for travel reimbursement.
False. UH encourages employees to sign up for electronic payment (EFT) to reduce manual work involving printing, pickup, and mailing.

I have to turn in my conference badge for Reimbursement.
False. Not required.

PNFs have to be printed on yellow, travel authorization to be printed on pink, and travel completions to be printed on blue.
False. Although all these forms are required, it can be printed on white paper.

About

This guide has been provided as a quick reference guide for travel procedures. When travel plans change en route or travel is unusual, additional justification and/or documentation may be required.

Travelers should become familiar with the policies and procedures set forth in APM A8.851 and other applicable federal and state regulations before traveling for official university business.

Resources

Travel Form
http://www.fmo.hawaii.edu/payroll/forms_disb.html

eTravel Website, FAQs and System login
http://www.hawaii.edu/etravel/

Allowable Rates and Memos
http://www.hawaii.edu/etravel/rates.html

Profiler System for Travel Arrangement Delegation
http://www.hawaii.edu/profiler/

Currency Travel Portal
http://www.oanda.com/currency/converter/

Policy Governing Travel APM A8.851
http://www.hawaii.edu/etravel/forms/APM_A8851.pdf

Federal Allowable Rate per Diem Rates
http://www.gsa.gov/portal/category/104711

State of Hawaii Circular 2007-03
Intra-State and Out-of-State Travel Procedures
http://spo.hawaii.gov/wp-content/uploads/2013/12/2007-03.pdf

Contact Us

Email: etravel-help@lists.hawaii.edu
Web: http://www.hawaii.edu/etravel/

TRAVEL LIGHT & TRAVEL RIGHT

University of Hawaii System

Quick Travel Reference Guide for Reimbursement

Published by Financial Management Office
Disbursing – Accounts Payable
Last Update: 5/22/2014

eTravel website: http://www.hawaii.edu/etravel/

Traveler…

Before the Trip

- Create a user profile in Profiler System
- Fill out travel request in eTravel or UH Travel Form (DISB-04) and obtain approval from your supervisor
- For travel advances, submit the following to Disbursing no later than ten (10) days before departure:
  - ✓ Justification/purpose of the travel (e.g. conference or meeting announcement with location)
  - ✓ A minimum of three (3) signatures: traveler, approving authority, and fiscal administrator
  - ✓ For Out of State and Foreign travel, additional signature from Dean/Director/Chancellor/VP/President.

(Note: Travel advance is given to Out-of-State, Foreign and Intra-State travel exceeding four (4) calendar days.)

- Estimated costs of the trip with the following documentation:
  - ✓ Airfare receipt with proof of payment
  - ✓ Hotel reservation - lowest rate from a minimum of two quotes (hotel of choice + 1 additional) if it is not a conference hotel or exceeds FAR
  - ✓ Car rental reservation
  - ✓ Registration fee
  - ✓ Meals and Incidental Expenses

After the Trip

- Complete a travel expense report (completion report) in eTravel or manual form DISB-04 within 21 calendar days of the end of the trip. The report should account for all travel advances and expenses incurred in connection with official University travel. Return unused advance upon completion of the expense report.
- Provide documentation supporting the travel reimbursement requests:
  - ***Approval Signatures***
    - ✓ A minimum of three (3): traveler, approving authority, and fiscal administrator
    - ✓ Additional signature from Dean/Director/Chancellor/VP/President, if there is significant change from the original itinerary (e.g. change of travel purpose & another business leg)
  - ***Airfare***
    - ✓ Airfare receipt with proof of payment (Only economy class seat is allowed)
    - ✓ Revised itinerary, if any, and explanation of the change
  - ***Lodging***
    - ✓ Itemized hotel receipt (e.g. room, phone calls, internet service, and parking charges) with proof of payment. The receipt should include name of traveler and dates of stay
    - ✓ Justification and one other hotel comparison quote for excess lodging that exceeds FAR or rates set by the Collective Bargaining Agreement, if lodging is not at a conference hotel.
  - ***Car Rental***
    - ✓ Car rental receipt with proof of payment. The receipt should include name of the traveler and date of rental
    - ✓ Justification for non-compact vehicle (e.g. intermediate, van, jeep, and etc.)
    - ✓ Justification for rental car when staying in conference hotel
  - ***Taxi***
    - ✓ Taxi receipt with proof of payment and to/from destinations
  - ***Mileage Reimbursement***
    - ✓ Excess mileage from work to airport, if traveling on a business day
    - ✓ Current personal car insurance in DISB-33
  - ***Meals and Incidental Expenses***
    - ✓ No receipts required. Travelers receive an M&IE (meals and incidental expenses) allowance.

Disallowed Expenses

- Frequent Flyer Fee
- Car rental insurance for Intra-State travel, traffic fines, towing charges, porterage fee, trans-ocean travel by surface ship
- Gifts, tips, laundry
- Personal purchases and entertainment

Personal Time

- Any expenses incurred during personal time (e.g. before or after the business meeting) are not reimbursable.

FAQs for travel reimbursement can be viewed through eTravel website at http://www.hawaii.edu/etravel/faq_storyboard.html

Selected Travel FAQs

My flight was delayed. What do I need to provide in order to claim additional meals?
Provide actual travel time with justification in the travel expense report. No boarding pass is required.

If my non-conference hotel rate is below FAR, do I need to obtain two quotes for price comparison?
No. Only when it exceeds FAR.

How will I know when a deposit for travel advances or reimbursements have occurred?
If you sign up for ePayment, you will receive email notifications of upcoming deposits. The email will include the travel document number(s) and the amount being deposited.

How should airfare quotations be handled when the trip involves business and personal time?
Transportation should always be by the most economical and direct route. Obtain airline prices for the most direct, economical route. Compare this price to the total transportation price including personal time paid by the traveler. Reimbursement is lesser of the two (actual cost or quoted price for most direct, economical route.).