

JABSOM FAQ

Table of Contents

AVS Invoices	6
1. What is the process for paying AVS invoices thru KFS and thru RCUH? (11.26.2013)	6
Controlled Property	7
1. What object code should be used for desktop computers: controlled property (777U) or supplies (3xxxx)? (11.26.2013).....	7
2. For what type of items should the JABSOM Controlled Property Statement be completed? (11.26.2013).....	7
3. Who should sign the JABSOM Controlled Property Statement if there is no identified borrower at the time of purchase? (11.26.2013)	7
GET on Federal Projects (HRS 237-26).....	8
1. Is HRS 237-26 applicable to goods, services, or both? (11.26.2013).....	8
2. The vendor charges GET on exempt, federally-funded P-Card purchases. How do I rectify this? (11.26.2013).....	8
Travel - Airfare	9
1. Does UH or RCUH have contracts with certain airlines? (02.22.2012).....	9
2. The travel agent can only hold an airfare ticket for 24 hours. I am unable to receive travel request and purchase order approval in time before the 24 hours ends and thus the airfare cost increases. How can I solve this problem? (02.22.2012).....	9
3. Can airfare be purchased on P-Cards? (02.22.2012)	9
4. The traveler is 6'2" and is uncomfortable sitting in an economy class seat. Can we pay for a higher class seat? (02.22.2012).....	9
5. Multiple travelers are going to the same conference. One of the travelers purchased a cheaper airfare itinerary that gets him/her home sooner than the other traveler. Should the other traveler be held to the same itinerary and be reimbursed accordingly? (02.22.2012)	9
6. Are layovers permitted, especially if the trip is to a very faraway business destination, e.g. Africa? (02.22.2012).....	10
7. Should business-only itineraries mirror actual itineraries, e.g. including the same stopovers, or should the alternate business itinerary be a more direct itinerary? (02.22.2012).....	10
8. Some boarding passes are sent electronically to the travel's cell phone and the traveler has a hard time printing a copy. Can a statement be given instead? (02.22.2012).....	10
9. What is a reasonable arrival time at business destination? (11.26.2013).....	10

10.	What do we do if a traveler has a break between two business destinations? What expenses are allowed when not returning home? (11.26.2013)	10
11.	Do we follow federal guidelines that allow business class airfare versus coach class airfare? (12.18.2013).....	11
12.	Are boarding passes required? (12.18.2013).....	11
13.	A traveler upgrades to first class airfare. Can s/he be reimbursed for the first class airfare? (12.18.2013).....	11
14.	An airfare itinerary with a layover is cheaper than one with a direct flight. Do we have to choose the cheaper itinerary? (12.18.2013).....	11
15.	With respect to the Fly America Act, what is code sharing and how does it work? (01.10.2014)	11
16.	All economy seats are sold out at time of reservation. Would business or first class airfare be allowable in this situation? (02.12.2014).....	11
17.	When should payment be made for airfare purchased via a purchase order? (02.20.2014)	12
18.	Traveler purchases an expensive, refundable, economy/coach class ticket. The refundable ticket allows the traveler to make changes to his/her flight(s) at no additional cost. Is this type of ticket allowable? (02.25.2014).....	12
	Travel – Approvals.....	13
1.	Does the Department Chair need to sign all travel requests for all employees within his/her department? (02.22.2012).....	13
2.	PIs at JABSOM wear many hats for many different organizations such as UCERA, KMS, HRP, etc. in addition to JABSOM. Who is the appropriate supervisor to sign off for travel documents? (02.22.2012).....	13
3.	What is the routing procedure for Department Chairs’ travel documents? (02.22.2012).....	13
	Travel – Car Rental	14
1.	When is Collision Damage Waiver insurance allowable for car rentals? (12.18.2013)	14
2.	Besides Collision Damage Waiver insurance, what other types of insurance, if any, are allowable for out-of-state and/or foreign car rentals? (12.18.2013).....	14
3.	Is GPS an allowable expense? (02.24.2014).....	14
4.	Are mid-size or larger vehicles allowed? (05.06.2014).....	14
	Travel – Conference Registration Fees	15
1.	Can conference registration fees be paid on PCard? (12.18.2013)	15
	Travel – Documentation	16
1.	Does a copy of the travel request and all its supports need to be submitted together with the travel completion? (02.22.2012)	16

2. Do all pages of the FAR printout for a particular state need to be submitted or will the single page with the particular business destination suffice? (02.22.2012)	16
3. An employee is traveling to the east coast and on his way back to Hawaii he stops off on the west coast for personal time. One day on the west coast is scheduled as a “research day” (say writing a research book). If there is no collaboration, i.e. no reason that the research has to be conducted on the west coast, should M&IE be disapproved? (I normally ask if there is any collaboration going on in the west coast, then the traveler provides me with an email confirming a collaboration meeting.) (02.22.2012)	16
4. What documentation is required for late travel request submissions? (11.26.2013)	16
5. What documentation is required for travelers flying first/business class due to a medical condition? (11.26.2013).....	16
6. Does personal time need to be documented on travel documents? (12.18.2013).....	17
7. Is a written estimate for taxi required? (12.18.2013).....	17
8. Do travel requests and travel completions need to be printed on pink and blue paper, respectively? (12.18.2013).....	17
9. A traveler misplaces a receipt. Can s/he certify the amount and claim reimbursement? (12.18.2013).....	17
10. A traveler receives an advance. However, upon completion, the traveler owes money. Who should the check be made out to? (12.18.2013).....	17
11. A traveler is injured during personal (vacation) time while away at the business destination. Is s/he eligible for workman’s compensation? (12.18.2013).....	17
12. What types of expenses can be advanced? What documentation is required for each? (12.18.2013).....	17
13. What object code should be used for parking and gasoline expenses: Transportation or Other? (02.21.2014).....	18
Travel – Internet	19
1. Some airlines offer internet (wi-fi) for a charge. Are travelers permitted to claim this expense? (02.22.2012).....	19
Travel – Lodging	20
1. Does the University have contracts with certain hotels in the State of Hawaii or in the mainland? (02.22.2012).....	20
2. For domestic US travel, when determining if lodging quotes are needed, if the base hotel rate equals the FAR, are quotes still needed? (02.22.2012)	20
3. When obtaining lodging quotes, will an average nightly rate quote suffice or are night-by-night quotes required? (02.22.2012)	20

4. When comparing star ratings for hotels, is it mandatory that the star ratings be exactly the same? (02.22.2012).....	20
5. When comparing hotels with the same star rating, is there a barometer regarding distance between hotels that is acceptable? (02.22.2012)	20
6. When are lodging quotes required? (05.06.2014).....	20
7. When staying at a hotel that doesn't provide an official printed receipt, such as a bed and breakfast or a foreign location that doesn't possess the proper technology to produce a receipt, sometimes a written receipt/statement is provided certifying that traveler paid and payment was received in full. Is this sufficient? Is a bank statement or copy of a cancelled check also required? What if the traveler paid in cash? (02.22.2012).....	21
8. Is a traveler, in this case a faculty member, entitled to excess lodging even though their travel request was approved after-the-fact? (12.18.2013)	21
Travel – Meals.....	22
1. If the conference fee includes all meals (at no additional cost) every day of the conference, should the traveler's M&IE be reduced? (02.22.2012).....	22
2. If the hotel includes a continental breakfast each morning at no additional cost, should the traveler's M&IE be reduced? (02.22.2012).....	22
3. In a duplicate meal payment situation, on a conference registration form, if the cost for the selected meal (\$20) is greater than that meal's corresponding share of the daily M&IE allowance (\$15), do we reimburse the conference meal of \$20 and reduce the M&IE allowance by \$15? (02.22.2012)	22
4. In a duplicate meal payment situation, should a meal reduction be based on the entire M&IE allowance or just the meal portion excluding the incidental portion? (02.22.2012)	22
5. While on a business trip, a traveler has a business dinner with several peers, including a fellow UH faculty member who is also on the business trip. Can the traveler claim reimbursement for this business dinner for himself/herself and the other attendees? Can this claim be done on the travel completion form? (02.22.2012).....	22
6. There is a cultural dinner and the traveler is expected to go. Should the traveler's M&IE be reduced in this situation? (12.18.2013).....	23
Travel – Mileage.....	24
1. Is mileage claim to/from the Honolulu airport permissible? (02.22.2012)	24
Travel – Package Deals.....	25
1. Am I required to do a cost comparison for a package deal? (12.18.2013).....	25
2. What object code should be used for package deals? (12.18.2013).....	25
Travel – Processing Time.....	26

1. How soon does a FA review and process travel requests/advances and travel completions?
(02.22.2012)..... 26
2. How early can we process RCUH travel advances prior to departure date? (11.26.2013) 26

AVS Invoices

1. What is the process for paying AVS invoices thru KFS and thru RCUH? (11.26.2013)

- a. KFS (S, R, P, F funds)
 - i. PI and FA sign invoice (FA can sign the Controller line)
 - ii. CPR not needed even if over \$2,500 (internal to UH)
 - iii. Send signed invoice to AVS
 - iv. AVS processes Service Billing (SB) and emails SB # to FA
- b. RCUH (Revolving funds)
 - i. PI and FA sign invoice (FA can sign the Controller line)
 - ii. Notify AVS paying by RCUH check
 - iii. Process AFP or PO
 - iv. Cite Exempt Procurement No. 10 if over \$2,500
 - v. CPR needed if over \$2,500 (external to RCUH)
 - vi. Send check to AVS
- c. Ref: [Lyn Nagoshi's email dated 11/21/2013](#)

Controlled Property

- 1. What object code should be used for desktop computers: controlled property (777U) or supplies (3xxxx)? (11.26.2013)**
 - a. Controlled property (777U). Desktops are listed as an example of controlled property on the JABSOM Controlled Property Internal Procedures.
Ref: [JABSOM Controlled Property Internal Procedures](#)

- 2. For what type of items should the JABSOM Controlled Property Statement be completed? (11.26.2013)**
 - b. Any type of portable device that has the potential to leave off-campus, e.g. laptops.
Ref: [JABSOM Controlled Property Internal Procedures](#)

- 3. Who should sign the JABSOM Controlled Property Statement if there is no identified borrower at the time of purchase? (11.26.2013)**
 - c. PI or Chair should always sign the statement regardless.

GET on Federal Projects (HRS 237-26)

1. Is HRS 237-26 applicable to goods, services, or both? (11.26.2013)

- a. Goods only. Confirmed with RCUH Procurement Office.

Ref: [HRS 237-26](#): “tangible personal property”

2. The vendor charges GET on exempt, federally-funded P-Card purchases. How do I rectify this? (11.26.2013)

- b. It may prove difficult and time-consuming to pursue the GET on P-Card purchases. Without close coordination with vendor, it's difficult for vendors to differentiate which P-Card purchases should or should not be assessed GET. Thus, departments/programs may opt not to pursue the GET on P-Card purchases. Instead, suggest using RCUH PO with GET Exemption Statement for these purchases.

Travel - Airfare

1. Does UH or RCUH have contracts with certain airlines? (02.22.2012)

- a. No. Departments/programs may choose to open a business customer account with a particular airline and thereby receive discounted fares and change fees. However, normal purchasing procedures apply to any airfare purchase exceeding \$2,500, i.e. obtaining 3 quotations.

Ref: [APM A8.250, p. 3, Sect 5](#); [APM A8.265, p. 1, Sect 1](#)

2. The travel agent can only hold an airfare ticket for 24 hours. I am unable to receive travel request and purchase order approval in time before the 24 hours ends and thus the airfare cost increases. How can I solve this problem? (02.22.2012)

- a. A travel request is an estimate. As soon as word is received that travel is to take place, start preparing the travel request with estimates/quotations and being routing for approvals. Provided the traveler's PI and Department Chair have approved the travel request, a scanned copy of the travel request along with supporting documentation can be emailed to the FA. The FA can review and approve accompanying purchase orders, e.g. airfare.

3. Can airfare be purchased on P-Cards? (02.22.2012)

- a. Yes, provided the PI and Department Chair have approved the travel request and the travel request has been submitted to the FA. Contact the FA for assistance with the P-Card purchase.

Ref: [eTravel FAQ > Expenses > Airfare](#)

4. The traveler is 6'2" and is uncomfortable sitting in an economy class seat. Can we pay for a higher class seat? (02.22.2012)

- a. No. Travel procedures require economy airfare accommodations, i.e. coach class. Travelers may choose a higher class seat with the understanding that the University will only reimburse the coach class fare.

Ref: [APM A8.851, p. 9, Sect 9,\(c\)](#)

5. Multiple travelers are going to the same conference. One of the travelers purchased a cheaper airfare itinerary that gets him/her home sooner than the other traveler. Should the other traveler be held to the same itinerary and be reimbursed accordingly? (02.22.2012)

- a. Travel shall be economical and direct. As the approving authority, the PI or Department Chair shall make a determination as to how quickly they want their employees to return home as well as how much funds are to be expended for the travel. Deferring to the PI

or Department Chair to make a determination in the above situation would be best.
Ref: [APM A8.851, p.8, Sect 9](#)

6. Are layovers permitted, especially if the trip is to a very faraway business destination, e.g. Africa? (02.22.2012)

- a. Travel shall be economical and direct. Granted, trips to foreign locations do take a substantial amount of time and thus layovers may be inevitable. Provided there are no other flights available, these layovers and their accompanying lodging and M&IE expenses should be reimbursable at the layover destination's FAR.

Ref: [APM A8.851, p.8, Sect 9](#)

7. Should business-only itineraries mirror actual itineraries, e.g. including the same stopovers, or should the alternate business itinerary be a more direct itinerary? (02.22.2012)

- a. Travel shall be economical and direct. Business-only itineraries should be the most direct route possible with the least amount of stopovers. Consideration should be given to all flights on all carriers as much as possible.

Ref: [APM A8.851, p. 9, Sect 9,\(c\)](#)

8. Some boarding passes are sent electronically to the traveler's cell phone and the traveler has a hard time printing a copy. Can a statement be given instead? (02.22.2012)

- a. Assuming the boarding passes are sent to the traveler's email account, the traveler should log into their email account from a regular computer or laptop and print the boarding passes. Boarding passes provide a simple means to substantiate any flight time changes, and thus resulting changes in M&IE calculations.

Ref: [eTravel FAQ > Expenses > Airfare](#)

9. What is a reasonable arrival time at business destination? (11.26.2013)

- a. Between 10 to 24 hours prior to start of the business function depending on destination, e.g. west coast, east coast, foreign. Request justification if earlier than 24 hours.

Ref: [Old APM A8.851, p. 15, Sect 9,\(b\),\(2\),\(a\)](#); [SPO Travel Procedures](#)

10. What do we do if a traveler has a break between two business destinations? What expenses are allowed when not returning home? (11.26.2013)

- a. Cost comparison: IF total of all travel expenses without returning home < Total of all travel expenses returning home from travel destination 1, and then traveling to destination 2, THEN all travel expenses will be covered. Note: If PI is asking employee to

stay at the business destination, then appropriate accommodations should be afforded to employee.

- b. Allowable expenses are as such: lodging, M&IE, and transportation (only if requested)
Ref: [APM A8.851, p. 8-9, Sect 9,\(b\),\(2\)](#)

11. Do we follow federal guidelines that allow business class airfare versus coach class airfare? (12.18.2013)

- a. No. Collective Bargaining Union Agreements shall supersede federal guidelines.
Ref: [APM A8.851, p. 1, Sect 2,\(c\)](#)

12. Are boarding passes required? (12.18.2013)

- a. Boarding passes are required in the event of flight time changes that affect M&IE calculations.
Ref: [eTravel FAQ > Expenses > Airfare](#)

13. A traveler upgrades to first class airfare. Can s/he be reimbursed for the first class airfare? (12.18.2013)

- a. No. Only coach class airfare can be reimbursed. Traveler should provide a coach class receipt or other supporting documentation showing the coach class rate.

14. An airfare itinerary with a layover is cheaper than one with a direct flight. Do we have to choose the cheaper itinerary? (12.18.2013)

- a. Not necessarily. With the layover, consideration should be given to additional costs, e.g. lodging and M&IE, which may be incurred as a result of this “cheaper” itinerary. Also, PI/Dept Chair may wish to have the employee return to the office sooner than later.

15. With respect to the Fly America Act, what is code sharing and how does it work? (01.10.2014)

- a. Code sharing is when a U.S. flag air carrier sells a seat on the plan of a foreign air carrier. Compliance with the Fly America Act is met when the ticket shows the U.S. flag air carrier’s designator code in the area next to the flight numbers.
Ref: [Harvard University](#)

16. All economy seats are sold out at time of reservation. Would business or first class airfare be allowable in this situation? (02.12.2014)

- a. Provided all other carriers are also out of economy seats, business or first class airfare would be allowable. Documentation showing that economy seats are unavailable shall be submitted.
Ref: [APM A8.851, p. 9, Sect 9,\(c\),\(2\)](#)

17. When should payment be made for airfare purchased via a purchase order? (02.20.2014)

- a. The latter of the following dates: 30 days from the invoice received date or 30 days from the goods received date. Airfare can be processed as a pre-payment, i.e. once invoice is received. It is not necessary nor advised to wait till after the trip has been completed.
Ref: [Hawaii Revised Statutes, Section 103-10](#)

18. Traveler purchases an expensive, refundable, economy/coach class ticket. The refundable ticket allows the traveler to make changes to his/her flight(s) at no additional cost. Is this type of ticket allowable? (02.25.2014)

- a. No. Rather than paying for this more expensive refundable ticket, it would be best to pay for the non-refundable ticket and pay any accompanying change fees that may arise. As the refundable ticket can cost almost \$1,000 more than a non-refundable one, it is cheaper to pay change fees, amounting to only a few hundreds of dollars, on the non-refundable ticket.
- b. Airfare that is purchased by UH/RCUH on behalf of the traveler should have the following statement on the purchase order: "Refunds on tickets shall be made payable only to the University of Hawaii or Research Corporation of the University of Hawaii." This allows UH/RCUH to make another reservation with no loss of funds. This refund option may not be afforded to the traveler if s/he purchases the ticket on her/his own.
Ref: [APM A8.265, p. 1-2, Sect 1](#)

Travel – Approvals

1. Does the Department Chair need to sign all travel requests for all employees within his/her department? (02.22.2012)

- a. Yes.

Ref: [JABSOM Travel Approvals Internal Procedures](#)

2. PIs at JABSOM wear many hats for many different organizations such as UCERA, KMS, HRP, etc. in addition to JABSOM. Who is the appropriate supervisor to sign off for travel documents? (02.22.2012)

- a. Assuming the travel is for JABSOM business in their role as a JABSOM employee, the PI's department chair should sign as supervisor on the travel document.

3. What is the routing procedure for Department Chairs' travel documents? (02.22.2012)

- a. Have the Department Chair sign as traveler. Route the travel documents to the Fiscal Office. The Fiscal Office will work with the Dean's Office to obtain the Dean's approval as the Department Chair's supervisor.

Travel – Car Rental

1. When is Collision Damage Waiver insurance allowable for car rentals? (12.18.2013)

- a. Only for out-of-state car rentals.
Ref: [APM A8.851, p. 10, Sect \(9\)\(d\)\(1\)](#)

2. Besides Collision Damage Waiver insurance, what other types of insurance, if any, are allowable for out-of-state and/or foreign car rentals? (12.18.2013)

- a. Only 1 of the following types of insurance are allowable for out-of-state and/or foreign car rentals:
 - i. CDW: Collision Damage Waiver
 - ii. LDW: Liability Loss Damage Waiver
 - iii. PDW: Fiscal Collision Damage Waiver
 - iv. LIS: Liability Insurance Supplement
- b. PAI: Personal Effect Coverage is not allowed.
Ref: [UH Disbursing Email](#)

3. Is GPS an allowable expense? (02.24.2014)

- a. No.

4. Are mid-size or larger vehicles allowed? (05.06.2014)

- a. Yes. Supervisors shall provide their authorization for such rentals in the comments/notes section of the travel document. Situations where a mid-size or larger vehicle would be allowed include the following:
 - i. Sharing a vehicle with other travelers
 - ii. Traveling to remote area requiring a certain type of vehicle
 - iii. Traveler has a lot of equipment/materials
 - iv. Traveler's height
 - v. Duration of the commute

Travel – Conference Registration Fees

1. Can conference registration fees be paid on PCard? (12.18.2013)

- a. Yes, provided the PI and Department Chair have approved the travel request and the travel request has been submitted to the FA. Contact the FA for assistance with the PCard purchase.

Travel – Documentation

- 1. Does a copy of the travel request and all its supports need to be submitted together with the travel completion? (02.22.2012)**
 - a. No. The travel request is already on file at the Fiscal Office.

- 2. Do all pages of the FAR printout for a particular state need to be submitted or will the single page with the particular business destination suffice? (02.22.2012)**
 - a. The header identifying the State/Country and the publication date should appear on the printout. Both the gsa.gov/perdiem website (US FAR) and the aoprals.state.gov/web920/per_diem.asp (Foreign FAR) sites have printer-friendly versions.

- 3. An employee is traveling to the east coast and on his way back to Hawaii he stops off on the west coast for personal time. One day on the west coast is scheduled as a “research day” (say writing a research book). If there is no collaboration, i.e. no reason that the research has to be conducted on the west coast, should M&IE be disapproved? (I normally ask if there is any collaboration going on in the west coast, then the traveler provides me with an email confirming a collaboration meeting.) (02.22.2012)**
 - a. Documentation of some kind is needed to support any business activity. If business is being conducted, then traveler may claim M&IE. If business is not being conducted, then traveler may not claim M&IE. Business does not necessarily have to be a collaboration.
Ref: [APM A8.851, p.2, Sect 3, p. 6, Sect 6](#)

- 4. What documentation is required for late travel request submissions? (11.26.2013)**
 - a. A justification for the late submission should be included with the travel request. An email is sufficient. Travel documentation is important for liability and workers’ compensation concerns.

- 5. What documentation is required for travelers flying first/business class due to a medical condition? (11.26.2013)**
 - a. A note from traveler’s physician. Only applicable to medical conditions. Note does not need to state the medical condition for confidentiality considerations.
Ref: [APM A8.851, p. 9, Sect 9,\(c\),\(2\)](#)

- 6. Does personal time need to be documented on travel documents? (12.18.2013)**
 - a. Yes, document personal time dates in the notes or comments section.
- 7. Is a written estimate for taxi required? (12.18.2013)**
 - a. A written estimate for taxi may be helpful when determining if it is more economical to stay in a conference/host hotel versus a farther, cheaper hotel that may require additional transportation costs to and from the conference site.
- 8. Do travel requests and travel completions need to be printed on pink and blue paper, respectively? (12.18.2013)**
 - a. Although preferred, pink and blue papers are not required.
- 9. A traveler misplaces a receipt. Can s/he certify the amount and claim reimbursement? (12.18.2013)**
 - a. The maximum claim per lost receipt is \$75. For UH travel, traveler shall certify [DISB-4D](#) form. For RCUH travel, traveler shall certify lost receipt section on travel completion. Note: Certification of a missing lodging receipt is not allowed as a lodging receipt is required for reimbursements per collective bargaining union agreements. Ref: [APM A8.851, p. 19, Sect 15,\(c\),\(2\)](#)
- 10. A traveler receives an advance. However, upon completion, the traveler owes money. Who should the check be made out to? (12.18.2013)**
 - a. For advances processed thru eTravel, the payee should be "University of Hawaii." For advances processed thru RCUH, the payee should be "Research Corporation of the University of Hawaii."
- 11. A traveler is injured during personal (vacation) time while away at the business destination. Is s/he eligible for workman's compensation? (12.18.2013)**
 - a. No, since injury was incurred during personal (vacation) time.
- 12. What types of expenses can be advanced? What documentation is required for each? (12.18.2013)**
 - a. Airfare: Receipt
 - b. Conference Fee: Receipt
 - c. M&IE: FAR
 - d. Lodging: Confirmation and Quotations (if applicable)
 - e. Car Rental: Quotation
 - f. Taxi: Quotation

13. What object code should be used for parking and gasoline expenses: Transportation or Other? (02.21.2014)

- a. Either type of object may be used. eTravel will default to a Transportation type of object code.

Travel – Internet

- 1. Some airlines offer internet (wi-fi) for a charge. Are travelers permitted to claim this expense? (02.22.2012)**
 - a. Traveler may claim for such charges by certifying internet use is business related.

Travel – Lodging

1. Does the University have contracts with certain hotels in the State of Hawaii or in the mainland? (02.22.2012)

- a. Departments/programs may choose to open a business customer account with a particular hotel and thereby receive discounted fares and change fees. However, normal purchasing procedures apply to any hotel purchase exceeding \$2,500, i.e. obtaining 3 quotations.

Ref: [APM A8.250, p. 3, Sect 5](#)

2. For domestic US travel, when determining if lodging quotes are needed, if the base hotel rate equals the FAR, are quotes still needed? (02.22.2012)

- a. No. For domestic US travel, the FAR does not include taxes. Therefore, excess lodging is not being incurred in this instance and thus no quotes are required. The added room taxes will make the actual lodging rate appear to be greater than the FAR when completing the travel forms. In these instances, a notation should be made to explain that the base lodging rate is equal to the FAR and that excess lodging is not being incurred.

Ref: [eTravel FAQ > Itinerary > Lodging > Excess Lodging](#)

3. When obtaining lodging quotes, will an average nightly rate quote suffice or are night-by-night quotes required? (02.22.2012)

- a. Average nightly rate quote is sufficient.

Ref: UH Disbursing, 02.26.2014

4. When comparing star ratings for hotels, is it mandatory that the star ratings be exactly the same? (02.22.2012)

- a. Comparison of hotels with the same star ratings is preferred.

5. When comparing hotels with the same star rating, is there a barometer regarding distance between hotels that is acceptable? (02.22.2012)

- a. Although there is no barometer, vicinity should not be dismissed as a consideration when determining reasonable costs for lodging, additional ground transportation, as well as overall safety concerns.

6. When are lodging quotes required? (05.06.2014)

- a. Staying in conference hotel: No quote needed
- b. Staying in non-conference hotel exceeding FAR: One additional quote needed
- c. Ref: [eTravel Travel Guide for Reimbursement](#), [eTravel Travel Reimbursement Checklist](#)

7. When staying at a hotel that doesn't provide an official printed receipt, such as a bed and breakfast or a foreign location that doesn't possess the proper technology to produce a receipt, sometimes a written receipt/statement is provided certifying that traveler paid and payment was received in full. Is this sufficient? Is a bank statement or copy of a cancelled check also required? What if the traveler paid in cash? (02.22.2012)

- a. A written receipt/statement from the vendor certifying the following should be sufficient: 1) name of payee, 2) list of charges, 3) transaction date, 4) method of payment, 5) amount paid. For payments made via cash, the aforementioned statement should be sufficient. For payments made via credit card, a credit card statement should also be submitted. For payments made via check, a copy of the cancelled check should also be submitted. For all methods of payment, it may be prudent to compare the total amount paid to the reservation amount to determine if any costs, e.g. room service, etc., should be excluded from the reimbursement amount. For those lodging accommodations that were paid for via a third party service provider like Expedia or Travelocity, sometimes it is possible to obtain an email printout showing the required information.

Ref: [eTravel FAQ > Itinerary > Lodging](#); [eTravel FAQ > Expenses > Receipts](#)

8. Is a traveler, in this case a faculty member, entitled to excess lodging even though their travel request was approved after-the-fact? (12.18.2013)

- a. No. Traveler is only entitled to FAR. Per collective bargaining union agreements, excess lodging must be approved in advance.

Ref: [UHPA Contract, Article VIII, Sect C, p. 16](#)

Travel – Meals

- 1. If the conference fee includes all meals (at no additional cost) every day of the conference, should the traveler’s M&IE be reduced? (02.22.2012)**
 - a. No. As long as the meals are included in the conference fee and are not an option, the traveler is entitled to claim the full M&IE.
Ref: [APM A8.851, p. 13, Sect 10,\(e\)](#); [eTravel FAQ > Itinerary > M&IE](#)

- 2. If the hotel includes a continental breakfast each morning at no additional cost, should the traveler’s M&IE be reduced? (02.22.2012)**
 - a. No. As long as the continental breakfast is included in the hotel charge and is not an option, the traveler is entitled to claim the full M&IE.
Ref: [APM A8.851, p. 13, Sect 10,\(e\)](#); [eTravel FAQ > Itinerary > M&IE](#)

- 3. In a duplicate meal payment situation, on a conference registration form, if the cost for the selected meal (\$20) is greater than that meal’s corresponding share of the daily M&IE allowance (\$15), do we reimburse the conference meal of \$20 and reduce the M&IE allowance by \$15? (02.22.2012)**
 - a. Yes.

- 4. In a duplicate meal payment situation, should a meal reduction be based on the entire M&IE allowance or just the meal portion excluding the incidental portion? (02.22.2012)**
 - a. The entire M&IE allowance.
Ref: RCUH Disbursing, 02.26.2014

- 5. While on a business trip, a traveler has a business dinner with several peers, including a fellow UH faculty member who is also on the business trip. Can the traveler claim reimbursement for this business dinner for himself/herself and the other attendees? Can this claim be done on the travel completion form? (02.22.2012)**
 - a. Traveler is receiving M&IE. With this in mind, there are two options:
 - i. M&IE Reduction: Traveler’s corresponding M&IE for that meal is reduced. Traveler claims entire amount, subject to the limitations prescribed below.
 - ii. No M&IE Reduction: Traveler’s portion of the meal is excluded. Traveler claims remaining amount, subject to the limitations prescribed below.
 - b. Limitations:
 - i. No alcohol
 - ii. Tips: NTE 20%
 - iii. Contracts and Grants: Food expenses must be approved in the budget.

- c. Other Considerations:
 - i. Approved Food Form 136 or 56 should be attached.
 - ii. Object Code: Other
 - iii. Other UH Traveler: Subject to same procedures as outline in 5a.

Ref: Chancellor's Office, 02.25.2014

6. There is a cultural dinner and the traveler is expected to go. Should the traveler's M&IE be reduced in this situation? (12.18.2013)

- a. As the traveler is not exercising freedom of choice, the traveler's M&IE should not be reduced.

Ref: [APM A8.851, p. 13, Sect 10,\(e\)](#)

Travel - Mileage

1. Is mileage claim to/from the Honolulu airport permissible? (02.22.2012)

- a. Yes. Please review APM A8.852 on which part of the commute may be claimed.

Ref: [A8.852](#)

Travel – Package Deals

1. Am I required to do a cost comparison for a package deal? (12.18.2013)

- a. If package deal is greater than \$2,500, then 2 other package deal quotes should be obtained. If package deal is less than \$2,500, then no quotes are needed.

2. What object code should be used for package deals? (12.18.2013)

- a. Use “Other” type object code for the entire package deal cost.

Ref: [APM A8.851, p. 14, Sect 10,\(h\)](#)

Travel – Processing Time

1. How soon does a FA review and process travel requests/advances and travel completions? (02.22.2012)

- a. FAs shall process travel documents within five business days upon receipt. FAs shall contact departments/programs within five business days if additional clarification/documentation is needed.

2. How early can we process RCUH travel advances prior to departure date? (11.26.2013)

- a. Travel advances should not be processed more than 10 business days prior to departure date. Consistent with UH eTravel submission deadlines.

Ref: [RCUH Procurement Attachments Index No. 15, RCUH Travel FAQ Sect B,\(4\)](#)