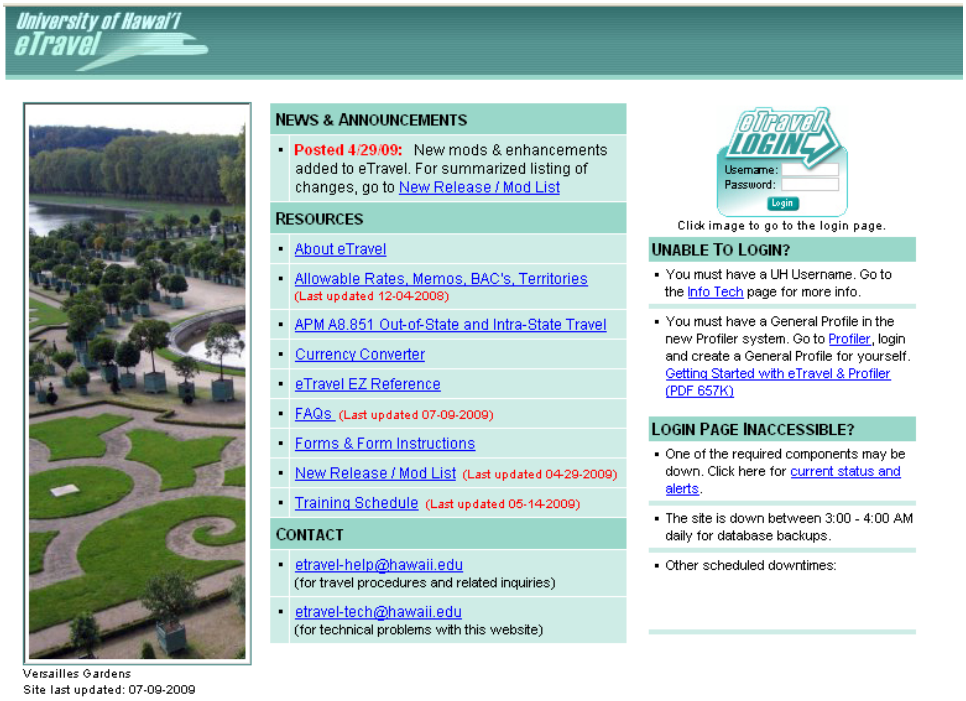
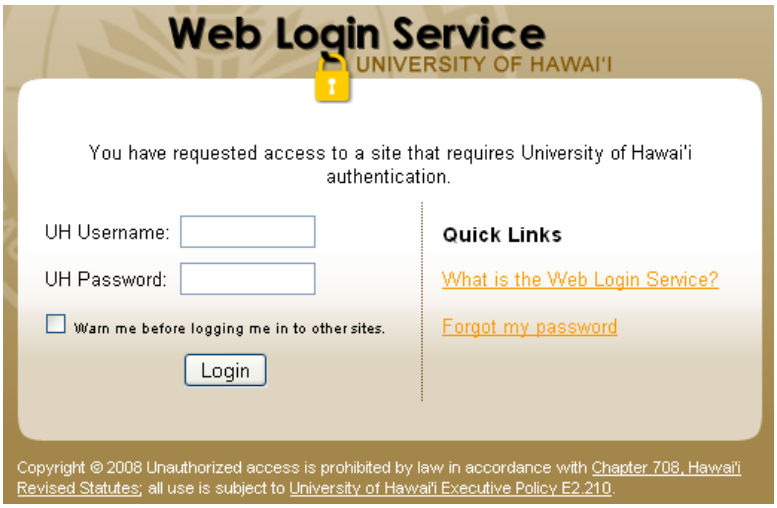
GETTING STARTED

1. Go to http://www.hawaii.edu/etravel.



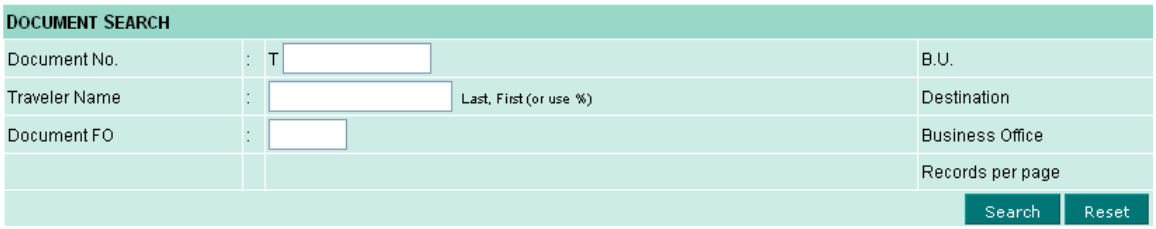
2. Click "Login."



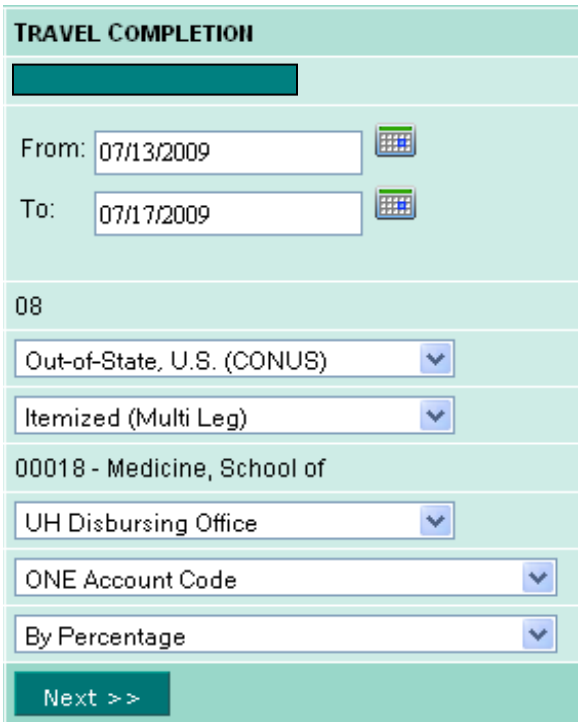
3. Enter UH User Name and Password. Click "Login."

DOCUMENT SEARCH

1. Click "New Travel Completion."



2. Document No.: Enter travel request document number. Click "Search."



3. Fields should automatically populate based on information from travel request. Make any necessary changes.

JUSTIFICATION | COVERAGE | SOURCE OF FUNDS | ITINERARY

PRIMARY CATEGORY	:	Conference / Seminar	LAST MOD (DISE
JUSTIFICATION 2916 more chars	:	To attend the 2009 Fiscal Administrators meeting in Cleveland, OH (July 14-17-2009).	
COVERAGE OF DUTIES 991 more chars	:	Tom Smith	
SOURCE OF FUNDS	:	2-54650	

4. Primary Category, Justification, Coverage of Duties, Source of Funds: Fields should automatically populate based on information from travel request. Make any necessary changes.

DESTINATION (City, State or Country)		DATE and TIME	LEG ID	CALC. DAYS	MINUS DAYS	BUS. DAYS
Honolulu, HI	AT ARPT DEP	07/13/2009 1:15 PM 07/13/2009 3:15 PM	Strt			
Atlanta, GA US ☑ Connecting	ARR DEP	07/14/2009 5:35 AM 07/14/2009 7:25 AM	1		- Pers Days - P/D Days	
Cleveland, OH US ☐ Connecting	ARR DEP	07/14/2009 9:11 AM 07/17/2009 9:00 AM	2	4.25	- Pers Days - P/D Days	4.25
Minneapolis - St. P, MN US ☑ Connecting	ARR DEP	07/17/2009 10:10 AM 07/17/2009 11:30 AM	3		- Pers Days - P/D Days	
Honolulu, HI	ARR	07/17/2009 3:00 PM	End			
Calculate		CALCULATED TOTALS : *Total Personal Days Only		4.25	0.00 *	4.25

5. Itinerary: Fields should automatically populate based on information from travel request. Make any necessary changes based on actual dates and times from boarding passes, if available. Attach original boarding passes to travel completion, if available.

LODGING

	IRS RATE	F.A.R.	ACTUAL RATE	DAYS CLAIM	COST
LODG		224.00	140.82	2.00	281.64
M&IE		71.00	71.00	4.00	284.00

6. Lodging: Enter total actual lodging amount in "Cost" column and click "Calculate." All other fields should automatically populate based on information from travel request. Make any necessary changes.

    a. Bargaining Unit (BU) Rates: http://www.hawaii.edu/etravel > "Allowable Rates" > "Bargaining Units 07, 08, 87, 88 (E/M), 57, 67, 68, 78, SCOPIS, RCUH, State Employees (Non-UH)"

    b. Federal Allowable Rates (FAR): http://www.gsa.gov/perdiem

    c. If personal time is involved, then subtract the personal days from the number in the "Days Claim" field. The net number of business-only lodging days should be entered.

    d. Attach original lodging receipt(s) to travel completion. Receipt should show employee's name and proof of payment, e.g. "Balance Due = $0.00," "Charged to AMEX XXXX," etc. Credit card statement is not necessary if sufficient proof of payment is provided. Note: Failure to provide original receipt may result in taxable reimbursement.

M&IE

	IRS RATE	F.A.R.	ACTUAL RATE	DAYS CLAIM	COST
LODG		224.00	140.82	2.00	281.64
M&IE		71.00	71.00	4.00	284.00

7. M&IE: Applicable to all destinations EXCEPT for Intra-State, Same-Day Travel: Fields should automatically populate based on information from travel request. Make any necessary changes.

    a. Bargaining Unit (BU) Rates: http://www.hawaii.edu/etravel > "Allowable Rates" > "Bargaining Units 07, 08, 87, 88 (E/M), 57, 67, 68, 78, SCOPIS, RCUH, State Employees (Non-UH)"

    b. Federal Allowable Rates (FAR): http://www.gsa.gov/perdiem

    c. If personal time is involved, then subtract the personal days from the number in the "Days Claim" field. The net number of business-only M&IE days should be entered.

	IRS RATE	B.U. RATE	ACTUAL RATE	DAYS CLAIM	COST
M&IE	0.00	20.00	20.00	1.00	20.00

8. M&IE: Applicable ONLY to Intra-State, Same Day Travel: Fields should automatically populate based on information from travel request. Make any necessary changes.

ACTUAL EXPENDITURES

ACTUAL EXPENDITURES (click here to show/hide)

ITEM	LEG ID#	SUBCODE	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total								$ 597.50	
TRANS: Airfare		4450	TRVLR: PersonalCC					900.00	
OTHER: Cont/Regis Fee		4851	UH: PO	Pxxxxx				100.00	
TRANS: Taxi		4450	TRVLR: Cash/Check	Excluding Tips				55.00	
Calculate	Please select...	Add Expenditure					TOTAL	$ 1,652.50	
							- PAID VENDOR(S)	$ 100.00	
							= DUE TRAVELER	$ 1,552.50	
							- PAID TRAVELER	$ 0.00	
							= BALANCE	$ 1,552.50	
							OWE TRAVELER	$ 1,552.50	
							OWE UH		

9. Actual Expenditures: Fields should automatically populate based on information from travel request. Make any necessary changes based on actual receipt amounts. To add additional expense lines, select the appropriate expense type and click "Add Expenditure." Attach original receipts (e.g. airfare, conference fee, parking, etc.) to travel completion (if not previously submitted with travel request). Receipts should show employee's name and proof of payment, e.g. "Balance Due = $0.00," "Charged to AMEX XXXX," etc. Credit card statement is not necessary if sufficient proof of payment is provided.

    a. Taxi: Enter total amount of taxi as stated on original receipt(s). Tips are disallowed.

    b. Mileage

        i. Bargaining Unit (BU) Rates: http://www.hawaii.edu/etravel > "Allowable Rates" > "Bargaining Units 07, 08, 87, 88 (E/M), 57, 67, 68, 78, SCOPIS, RCUH, State Employees (Non-UH)"

        ii. Federal Allowable Rates (FAR): http://www.gsa.gov/perdiem

        iii. Mileage can only be claimed when using a personal vehicle from home to the Honolulu International airport and vice versa under the following circumstances:

            1. If commuting during business hours, then only miles in excess of normal commute to work can be claimed. For example:
                a. Home – Work – Airport (claim Work – Airport)
                b. Home – Airport – Work (no claim permitted)

2. If commuting during non-business hours, then all miles can be claimed regardless of distance between the locations. Thus:
    a. Home – Work – Airport (claim entire trip)
    b. Home – Airport – Work (Home – Airport)

iv. Complete and attach DISB-33 Personal Automobile Mileage Voucher to travel completion.

c. Baggage Fees: See attached memorandum.

d. Lost Receipts: Complete and attach DISB-4D Receipt Summary Worksheet for all expenses for which no receipts were obtained or lost. Note: Failure to provide original receipts may result in taxable reimbursement.

ACCOUNT INFORMATION

ACCOUNT INFORMATION - BY PERCENTAGE OPTION (FOR OWE TRAVELER AMOUNT)

CAMPUS	ACCOUNT NO.	% SPLIT	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT
UH - Manoa	254659	100 %	TUITION F&O AFS FISCAL	DIRECTOR, ADMIN SVCS	00018	60.00
UH - Manoa		%				
UH - Manoa		%				
UH - Manoa		%				
UH - Manoa		%				
Calculate Clear Accounts					TOTAL	$ 60.00

OWE TRAVELER ACCOUNT INFORMATION

CAMPUS	ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	SUBCODE	DEBIT AMOUNT
MA	254659	TUITION F&O AFS FISCAL	DIRECTOR, ADMIN SVCS	00018	4352	60.00
					TOTAL	$ 60.00

10. Account Information: Percentage Split Option: Fields should automatically populate based on information from travel request. Make any necessary changes.

ACCOUNT INFORMATION - FIXED AMOUNT OPTION (FOR OWE TRAVELER AMOUNT)

CAMPUS	ACCOUNT NO.	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT
UH - Manoa	254659	TUITION F&O AFS FISCAL	DIRECTOR, ADMIN SVCS	00018	40.00
UH - Manoa	242589	TUITION DO (U104)	DEAN, SCH MEDICINE	00018	20.00
UH - Manoa					
UH - Manoa					
UH - Manoa					
Calculate Clear Accounts Add Accounts				TOTAL	$ 60.00

OWE TRAVELER ACCOUNT INFORMATION

CAMPUS	ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	SUBCODE	DEBIT AMOUNT
MA	242589	TUITION DO (U104)	DEAN, SCH MEDICINE	00018	4352	20.00
MA	254659	TUITION F&O AFS FISCAL	DIRECTOR, ADMIN SVCS	00018	4352	40.00
					TOTAL	$ 60.00

11. Account Information: Fixed Amount Option: Fields should automatically populate based on information from travel request. Make any necessary changes.

OWE TRAVELER ACCOUNT INFORMATION

CAMPUS	ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	SUBCODE	DEBIT AMOUNT	DEL
Calculate Add Account(s)					TOTAL	$ 0.00	

12. Account Information: Manual Option: Enter "Campus" (usually UH – Manoa), "Account No," "Subcode," and "Debit Amount" separately for each respective subcode/expense type. For example, out-of-state airfare for employee (UH-Manoa, 1234567, 4450, $700.00), out-of-state airfare for employee (UH-Manoa, 3216547, 4450, $300.00), out-of-state lodging for employee (UH-Manoa, 3216547, 4550, $400.00).

COMMENTS | SUBMITTING ONLINE | PRINTING

13. Comments: Enter comments/notes as needed. Explain unusual circumstances and provide any other information to assist Fiscal Administrator with review.

14. Save: Click “Save.”

15. Submit: Click “Submit.”

16. Print w/ Lines: Click “Print w/ Lines.” Print travel completion on blue paper (preferred but not required).

17. Attach all supporting documentation to travel completion.

APPROVALS | CHECKLIST | SUBMITTING TO OFAA

1. Obtain the following approvals on the travel completion:

Person	Notes
Traveler	
Approving Authority	If same as Traveler, then obtain counter-signature from Department Chair
Dean	If Traveler is Department Chair, then obtain signature from Dean

2. Double-check for and label the following documentation prior to submitting to the Office of Fiscal & Administrative Affairs:

	Item
	Completed, Signed Travel Completion
	Boarding Passes (if available)
	Original Airfare Receipt (if not previously submitted with Travel Request)
	Original Lodging Receipt
	Original Ground Transportation Receipt(s)
	Original Conference/Registration Fee Receipt(s) (if not previously submitted with Travel Request)
	Original Receipt(s) for Other Costs
	Original Mileage Form (if applicable)

3. Route original travel completion and supporting documentation to the Office of Fiscal & Administrative Affairs no later than seven (7) business days after return date for both advances and non-advances.

RESOURCES

Sites:

Site	URL	Notes
UH eTravel	http://www.hawaii.edu/etravel	
UH eTravel Training Site	http://www.hawaii.edu/etravel/training	Login: trvfo5 Password: aloha
JABSOM OFAA Site	http://blog.hawaii.edu/ofaa	

References:

Reference	Links
UH Administrative Procedure Manual	• Section A8.851 Out-of-State and Intra-State Travel • Section A8.852 Personal Automobile Mileage Voucher • UH Budget Categories
Federal Allowable Rates	• http://www.gsa.gov/perdiem
Oanda (Currency Converter)	• http://www.oanda.com/convert/classic