

1. Purpose

- a. To provide internal procedures for no-cost travel for all JABSOM departments.

2. Applicability

- a. These procedures apply to all UH and RCUH employees, regardless of FTE, who are traveling on official UH or RCUH business.
- b. These procedures do not apply to personal time (e.g. vacation). Please follow applicable procedures for reporting personal time.

3. Definitions

- a. No-Cost Travel: Authorized travel whereby no expenses are paid for by UH or RCUH. In most cases, expenses are paid for by another entity. Prior to departure date, travelers should make appropriate arrangements with the paying entity to ensure all expenses will be covered, e.g. per diem, airfare, lodging, car rental, taxi, shuttle, parking, mileage, baggage fees, internet fees, etc.

4. Liability

- a. In accordance with Chapter 386, HRS (Hawai'i Workers' Compensation Law) and HAR Title 12, Chapter 10 (Workers Compensation), UH and RCUH employees who are traveling on official business with approved travel documentation on file will be covered should an incident occur while on the trip.
- b. UH and RCUH employees who are traveling without approved travel documentation on file will not be covered should an incident occur while on the trip.
- c. Incidents that occur during the employee's personal time on the trip will not be covered.

5. Responsibilities

a. Traveler:

- i. Inform supervisor and department staff of intent to travel on official business at no-cost to UH or RCUH.
- ii. Ensure Travel Request documentation is completed and approved prior to departure.
- iii. Ensure Travel Completion documentation is completed and approved upon return.
- iv. Assist in preparing and providing documentation as requested.
- v. Prepare delegated signing authority memorandum, if applicable. Send a copy of memorandum to Office of Fiscal and Administrative Affairs, Office of Human Resources, and other offices as needed.

b. Department Staff:

- i. Prepare Travel Request and Travel Completion documentation as requested.
 - ii. Obtain appropriate approvals on the travel documents.
 - iii. File and retain travel documentation in department's file.
- c. Supervisor (e.g. Principal Investigator or Approving Authority):
- i. Ensure completeness and accuracy of information provided on Travel Request and Travel Completion documentation.
 - ii. Review and approve all Travel Requests and Travel Completions for employees under their supervision.
- d. Department Head:
- i. Ensure completeness and accuracy of information provided on Travel Request and Travel Completion documentation.
 - ii. Review and approve all Travel Requests and Travel Completions for employees under their supervision.

6. Approvals

- a. UH APM A8.851.5.b Authorization of Travel Request, Advance and Completion

Type of Travel	Travel Request	Travel Completion
No-Cost	Must be: - Certified by Traveler - Approved by Approving Authority (i.e. Traveler's Supervisor and/or PI/Program Manager) -Dept Chair (JABSOM Requirement) -Executive Authority (for out-of-state travel)	Must be: - Certified by Traveler

7. Procedures

- a. Travel Request

- i. Complete appropriate Travel Request form. Follow the appropriate form's instructions and the applicable travel policies.

 UH Employees: Online eTravel or Manual FMIS-4 Form
 RCUH Employees: Online RCUH Travel
- ii. Note employee's personal time, if any, and coverage of administrative/teaching duties, if applicable, in the justification/description section.
- iii. Attach applicable supporting documentation as needed.

- iv. eTravel Requests shall route electronically to Traveler and Supervisor. Ad hoc route Department Chair (if not Supervisor). Fiscal Administrator's approval not needed. Do not email cseymour@hawaii.edu as Fiscal Administrator approval is no longer required.
- v. RCUH Travel Requests shall be routed to Traveler, Supervisor, and Department Chair (if not Supervisor) for hard copy approvals. Email cseymour@hawaii.edu with Travel Request document number for Fiscal Administrator approval. Please ensure Traveler's, Supervisor's, and Department Chair's approvals have been obtained prior to sending email.
- vi. File and retain approved Travel Request in department's file. Do not send to Fiscal Office.

b. Travel Completion

- i. Complete appropriate Travel Completion form. Follow the appropriate form's instructions and the applicable travel policies.
- ii. Attach applicable supporting documentation as needed.
- iii. eTravel Completions shall route electronically to Traveler. Supervisor's, Department Chair's, Fiscal Administrator's and Dean's approvals not needed. Do not email cseymour@hawaii.edu as Fiscal Administrator approval is no longer required.
- iv. RCUH Travel Completions shall be routed to Traveler for hard copy approval. Email cseymour@hawaii.edu with Travel Completion document number for Fiscal Administrator approval. Please ensure Traveler's approval has been obtained prior to sending email.
- v. File and retain approved Travel Completion together with accompanying Travel Request in department's file. Do not send to Fiscal Office.

UPDATES:

- 01/06/2017:
 - 6.a.: Re-added Executive Authority approval for out-of-state, no-cost travel requests.
 - 7.a.iv.: Deleted third sentence: "Fiscal Administrator's and Dean's approvals not needed."
Replaced with: "Fiscal Administrator's approval not needed."

INTERNAL JABSOM PRO