

What travel system do I use?

<u>FUND TYPE</u>	<u>ACCOUNT NUMBER</u>	<u>UH eTRAVEL SYSTEM</u> (www.hawaii.edu/etravel)	<u>RCUH TRAVEL SYSTEM</u> (www.rcuh.com)
Tuition	2xxxxxx	X ¹	
RTRF	3xxxxxx	X ¹	
Trust / Fixed Price	4xxxxxx	X	
Private (incl. UHF P-Funds)	4xxxxxx		X ²
Federal	6xxxxxx		X ²
RCUH Revolving	0001-, 0002-xxx		X
UH Foundation	xxx-xxxx-x	X ¹	
No-Cost	n/a	X	

1 If RCUH Employee, use Manual DISB-4 Travel Form available at blog.hawaii.edu/ofaa/forms.

2 If mixed with Tuition, RTRF, Trust/Fixed Price or UH Foundation funds, use UH eTravel System.

What travel approvals do I obtain?

<u>ROLE</u>	<u>REQUEST</u>				<u>COMPLETION</u>			
	<u>UH</u>	<u>RCUH</u>	<u>UHF⁶</u>	<u>NC</u>	<u>UH</u>	<u>RCUH</u>	<u>UHF⁶</u>	<u>NC</u>
Traveler	X	X	X	X	X	X	X	X
Supervisor	X	X	X	X	X	X	X	
Business Office (JABSOM Fiscal)	X				X			
Principal Investigator / Account Supervisor	X	X			X	X		
Department Chair	X ¹	X	X	X ¹	X ²	X ²	X ²	
Dean	X ³	X ³	X ³	X ³				
JABSOM Fiscal	X	X			X	X		
UHF Account Administrators			X ⁴				X	
UH Disbursing	X ⁵				X			
RCUH Disbursing		X ⁵				X		
UHF Fiscal			X ⁵				X	

1 Ad Hoc as needed

2 only if itinerary changes

3 only if traveling out-of-state

4 only if UHF Advance Check is needed

5 only if Advance Check is needed

6 UH & UHF Mixed Funded Travel: Follow both UH and UHF approvals