eTRAVEL TRAINING
AGENDA

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General Information on Travel

1. All travel must be approved in advance. Travel requests and necessary approvals must be obtained prior to travel dates.

2. All advances, including intra state advances, will be charged to one subcode, 4501.

3. Travel Requests where Traveler is not requesting an advance
   Travel requests must be submitted and approved in eTravel prior to the traveler's departure date. Any supporting documents must be scanned and attached to the travel request. All original documentation will be retained by the department/business office/etc.

4. Travel Requests where Traveler is requesting an advance
   Travel Requests with travel advances must be submitted and approved in eTravel at least 10 working days prior to the departure date to the Disbursing Office. Any supporting documents must be scanned and attached to the travel completion. All original documentation will be retained by the department/business office/etc. *Note: Only expenses listed on the Travel Request, and not paid through other payment methods, may be requested as an advance.*

5. Travel Completions
   Travel completions must be submitted within 21 calendar days of the traveler's return date. Scan and attach all receipts and supporting documents to the travel completion. All original documentation will be retained by the department/business office/etc.

6. Quarter Day Computation Table

If Time of Departure/Return	Allowed on Day of:	
	Departure	Return
12:01 a.m. – 6:00 a.m.	1 Day	¼ Day
6:01 a.m. – Noon	¾ Day	½ Day
12:01 p.m. – 6:00 p.m.	½ Day	¾ Day
6:01 p.m. – Midnight	¼ Day	1 Day

TRAVEL RATES

Collective Bargaining Unit 07, 08, 87 (E/M), 88 (E/M), 57, 67, 68, 78, SCOPIS, RCUH, State Employees (Non-UH)

DESTINATION	PRE BOARD LIMIT	ADVANCE ALLOWED	EXPENSE RATES				TAXABILITY	OBJECT CODES (that may apply)
			Per Diem	M&IE	Lodging or →	Excess Lodging, Total Actual Costs > FAR		
Intra State Same Day Travel	90 Minutes	No	None	$20 flat rate allowance, (Receipt is not required)	None	None	**M&IE is Taxable**	4352 (taxable)
Intra State Overnight	90 Minutes	Yes If travel > 4 days No If travel ≤ 4 days	None	***OCONUS*** FAR or Flat Rate < FAR X Qtr Day periods	Reimbursement of Actual Lodging NTE ***OCONUS*** FAR Receipts Required	Reimbursement of Actual Lodging > FAR **(May be requested on an exception basis)** Receipts Required	**None**	4350 (non reportable)
Intra State Same Island Travel No Overnight	"Travel" on the same island not requiring overnight absence does not qualify as intra-state travel.							
Intra State Same Island Travel Overnight	N/A	Yes If travel > 4 days No If travel ≤ 4 days	None	***OCONUS*** FAR or Flat Rate < FAR X Qtr Day periods	Reimbursement of Actual Lodging NTE ***OCONUS*** FAR Receipts Required	Reimbursement of Actual Lodging > FAR **(May be requested on an exception basis)** Receipts Required	**None**	4350 (non reportable)
Out of State U.S. & Territories	3 hours	Yes	None	***CONUS & OCONUS*** FAR or Flat Rate < FAR X Qtr Day periods	Reimbursement of Actual Lodging NTE ***CONUS & OCONUS*** FAR Receipts Required	Reimbursement of Actual Lodging > FAR **(May be requested on an exception basis)** Receipts Required	**None**	4550 (non reportable)
Out of State Foreign	3 hours	Yes	None	***OCONUS*** FAR or Flat Rate < FAR X Qtr Day periods	Reimbursement of Actual Lodging NTE ***OCONUS*** FAR Receipts Required	Reimbursement of Actual Lodging > FAR **(May be requested on an exception basis)** Receipts Required	**None**	4580 (non reportable)
Mileage	Federal Allowable Rate $0.575 Effective 01/01/15 – 12/31/15		Federal Allowable Rate $0.54 Effective 01/01/16 – 12/31/16			**Federal Allowable Rate $0.535 Effective 01/01/17 – 12/31/17**		4150 (non reportable)
	Not Taxable							

NTE = Not to Exceed FAR = Federal Allowable Rate

All Bargaining Units

If a reduction in meals is required, the following values of the optional meals will be used to reduce the per diem and/or M&IE allowance accordingly.

Breakfast	20% of M&IE
Lunch	30% of M&IE
Dinner	50% of M&IE

COLLECTIVE BARGAINING UNIT TRAVEL RATES

Bargaining Units 01, 02, 03, 04, 09, 10, 63

DESTINATION	PRE BOARD LIMIT	ADVANCE ALLOWED	EXPENSE RATES				TAXABILITY	OBJECT CODES (that may apply)
			Per Diem	M&IE	Lodging or →	Excess Lodging, Total Actual Costs > FAR		
Intra State Same Day Travel	90 Minutes	No	N/A	$20.00 Flat	N/A	N/A	**Per Diem Is Taxable**	4352 (taxable)
Intra State Overnight	90 Minutes	Yes If travel > 4 days No If travel ≤ 4 days	$90.00	$40.00	$50.00	Reimbursement of Actual Lodging (With Receipts & Prior Approval)	**None**	4350 (non reportable)
Intra State Same Island Travel No Overnight		"Travel" on the same island not requiring overnight absence does not qualify as intra-state travel.						
Intra State Same Island Travel Overnight	N/A	Yes If travel > 4 days No If travel ≤ 4 days	$90.00	$40.00	$50.00	Reimbursement of Actual Lodging (With Receipts & Prior Approval)	**None**	4350 (non reportable)
Out of State U.S. & Territories	3 hours	Yes	$145.00	$60.00	$85.00	Reimbursement of Actual Lodging (With Receipts & Prior Approval)	**M&IE may be taxable**	4550 (non reportable) 4552 (taxable)
Out of State Foreign	3 hours	Yes	$145.00	$60.00	$85.00	Reimbursement of Actual Lodging (With Receipts & Prior Approval)	**M&IE may be taxable**	4580 (non reportable) 4582 (taxable)
Mileage	Federal Allowable Rate $0.575 Effective 01/01/15 – 12/31/15		Federal Allowable Rate $0.54 Effective 01/01/16 – 12/31/16			**Federal Allowable Rate $0.535 Effective 01/01/17 – 12/31/17**		4150 (non reportable)
	Not Taxable							

All allowances are calculated on quarter days, unless indicated otherwise.

All Bargaining Units

If a reduction in meals is required, the following values of the optional meals will be used to reduce the per diem and/or M&IE allowance accordingly.

Breakfast	20% of M&IE
Lunch	30% of M&IE
Dinner	50% of M&IE

Reference Sites

eTravel Training Site: http://www.hawaii.edu/etravel/training

eTravel Production Site: http://www.hawaii.edu/etravel/

Profiler Training Site: http://www.hawaii.edu/profiler/training

Profiler Production Site: http://www.hawaii.edu/profiler

Overview

- Very dynamic system (calendar, pull-down lists, lookup tables, rules based on BU's)
- Form 4 broken up into sections(actions within sections and for the entire document)
    - Traveler Info
    - Itinerary
    - Expenses
    - Account Info
- Uses a separate system called Profiler and interfaces with Peoplesoft

Basics

Destinations (determines type of itinerary used)

- Intra-State, Same Day
- Intra-State, Overnight
- Out-of-State, U.S.
- Out-of-State, Foreign
- Mixed Destination (Intra-State, U.S., and/or Foreign)

Itinerary Type

- Same Day (No Lodging)
- EZ (One Leg)
- Itemized (Multi Leg)

Process Travel Via

- UH Disbursing Office
- UH Foundation
- No Cost Travel

No. of Account Codes

- ONE Account Code
- TWO or MORE Account Codes

Accounting Method

- By Percentage (default option for 1 account code)
- Fixed Amount
- Manual

EXERCISE 1 (New travel request)

General Information

Bargaining Unit:	07
Travel Date:	06/11/17 – 06/11/17
Destination:	Intra State, Same day
Itinerary Type:	Same Day (No Lodging)
Process Travel Via:	UH Disbursing
No. of Account Codes:	ONE Account Code
Accounting Method:	By Percentage
Primary Category:	Research
Justification:	To collect data at the poultry farm in Hilo
Source of Funds:	MA 2263212

Itinerary

Departure:	06/11/17	Leave Honolulu, Hawaii, 6:58 am
To:	Hilo, Hawaii	
Arrival:	06/11/17	Arrive Honolulu, Hawaii, 7:00 pm

Other Costs

Airfare (paid by UH PCard)	100.00
Car rental (paid by personal cc)	45.00
Parking (paid by cash)	10.00

EXERCISE 2 (Completion for Exercise 1/Taxability)

Actual Costs

Airfare (paid by UH: PCard)	100.00
Car rental (paid by personal cc)	45.00
Parking (paid by cash)	10.00

EXERCISE 3 (New travel request)

General Information

Bargaining Unit:	08
Travel Dates:	06/03/17 – 06/09/17
Destination:	Out-of-State, U.S. (CONUS)
Itinerary Type:	EZ (one leg)
Process Travel Via:	UH Disbursing
No. of Account Codes:	TWO or MORE Account Codes
Accounting Method:	Fixed Amount
Advance:	Yes (Per Diem, Airfare, Lodging)
Primary Category:	Conference/Seminar
Justification:	Attend NACUBO Conference
Coverage of Duties:	Steve Jones
Source of Funds:	MA 2263212 $1,000
	SW 2269912 Balance

Itinerary

Departure:	06/03/17	Leave Honolulu, Hawaii, 11:45 pm
Arrival:	06/04/17	Arrive Las Vegas, Nevada, 6:30 am
Departure:	06/09/17	Leave Las Vegas, Nevada, 2:30 pm
Arrival:	06/09/17	Arrive Honolulu, Hawaii, 6:30 pm

Use FAR for July 2016

Other Costs

Excess Lodging	185.00/night
Airfare (paid by personal credit card)	900.00
Conference fee (paid by PO 32249)	350.00
Mileage	40 miles x $0.535 cents
Taxi (paid by cash)	30.00

EXERCISE 5 (Completion for Exercise 3)

Actual Costs

Excess Lodging $950.00 Total

Document No. _____

EXERCISE 4 (Copy Exercise 3/New travel request)

Revised General Information

Bargaining Unit:	07
Travel Dates:	06/03/17 – 06/14/17
Destination:	Mixed Destinations
Itinerary Type:	Itemized (Multi Leg)
Process Travel Via:	UH Disbursing
No. of Account Codes:	TWO or MORE Account Codes
Accounting Method:	By Percentage
Advance:	Yes (Per Diem, Airfare, Lodging)
Primary Category:	Conference/Seminar
Justification:	Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/17.
Coverage of Duties:	Steve Jones
Source of Funds:	MA 2263212 50% SW 2269912 50%

Revised Itinerary

Departure:	06/03/17	Leave Honolulu, Hawaii, 11:45 pm
Arrival:	06/04/17	Arrive Las Vegas, Nevada, 6:30 am
Departure:	06/09/17	Leave Las Vegas, Nevada, 10:00 am
Stopover:	06/09/17	Arrive Seattle, Washington, 11:30 am
	06/09/17	Leave Seattle, Washington, 1:00 pm
Arrival:	06/09/17	Arrive Calgary, Canada, 3:30 pm
Departure:	06/14/17	Leave Calgary, Canada, 10:00 am
Arrival:	06/14/17	Arrive Honolulu, Hawaii, 6:30 pm

NOTE: Two personal days on 06/12 - 06/13/17.

Use FAR for July 2016

Revised Other Costs

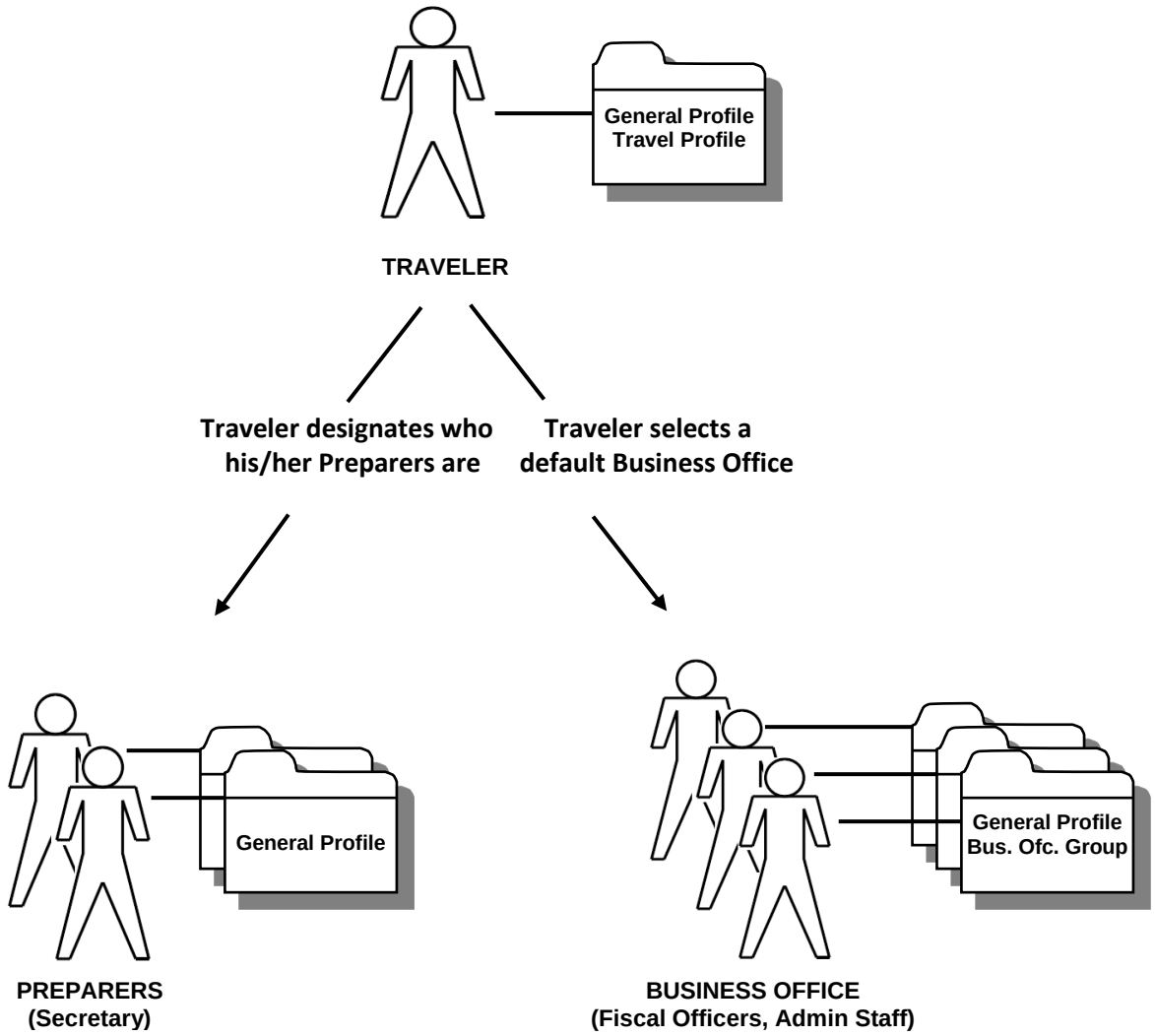
Excess Lodging (Las Vegas)	185.00/night
Excess Lodging (Calgary)	390.00/night
Airfare (paid by personal credit card)	1,300.00
Conference fee (paid by P.O. #P232249)	350.00
Mileage	40 miles x $0.535 cents
Taxi (paid by cash)	50.00

EXERCISE 6 (Completion for Exercise 4)

Actual Costs

Taxi (USD)	50.00
Taxi (CAD)	40.00 (Receipt Date: 7/1/16)
Calgary hotel	1,170.00 CAD (Receipt Date: 7/1/16)

Profiler



Who Can Login to eTravel

- You must have a UH username/password.
- You must have a General Profile in the new Profiler system.

Who can be a "Traveler"

- Currently, only those with an active record in Peoplesoft may be a Traveler in eTravel