eTRAVEL TRAINING
AGENDA

1) Introduction
2) General Information on Travel
3) Non-Civil Service Travel Matrix
4) Civil Service Travel Matrix
5) Reference Sites
6) Overview
7) Exercises
8) Profiler
9) eTravel Homepage
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

<table>
<thead>
<tr>
<th>If Time of Departure/Return</th>
<th>Allowed on Day of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Departure</td>
</tr>
<tr>
<td>12:01 a.m. – 6:00 a.m.</td>
<td>1 Day</td>
</tr>
<tr>
<td>6:01 a.m. – Noon</td>
<td>¼ Day</td>
</tr>
<tr>
<td>12:01 p.m. – 6:00 p.m.</td>
<td>½ Day</td>
</tr>
<tr>
<td>6:01 p.m. – Midnight</td>
<td>¼ Day</td>
</tr>
</tbody>
</table>
### TRAVEL RATES

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

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>PRE BOARD LIMIT</th>
<th>ADVANCE ALLOWED</th>
<th>EXPENSE RATES</th>
<th>TAXABILITY</th>
<th>OBJECT CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intra State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island</td>
<td>90 Minutes</td>
<td>No</td>
<td>$20 flat rate allowance, receipt is not required</td>
<td>None</td>
<td>M&amp;E is Taxable</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>4352 (taxable)</td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes If travel &gt; 4 days</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No If travel ≤ 4 days</td>
<td>OCONUS FAR</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td>Intra State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island</td>
<td>N/A</td>
<td>Yes If travel &gt; 4 days</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>No If travel ≤ 4 days</td>
<td>OCONUS FAR</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td>Overnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intra State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Overnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of State</td>
<td>3 hours</td>
<td>Yes</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>None</td>
<td>4550 (non reportable)</td>
</tr>
<tr>
<td>U.S. &amp; Territories</td>
<td></td>
<td></td>
<td>OCONUS &amp; OCONUS FAR</td>
<td>None</td>
<td>4550 (non reportable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of State</td>
<td>3 hours</td>
<td>Yes</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>None</td>
<td>4580 (non reportable)</td>
</tr>
<tr>
<td>Foreign</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Federal Allowable Rate</th>
<th>Federal Allowable Rate</th>
<th>Federal Allowable Rate</th>
<th>4150 (non reportable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.575</td>
<td>$0.54</td>
<td>$0.535</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective 01/01/15 – 12/31/15</td>
<td>Effective 01/01/16 – 12/31/16</td>
<td>Effective 01/01/17 – 12/31/17</td>
<td></td>
</tr>
</tbody>
</table>

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&E allowance accordingly:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>20% of M&amp;E</td>
</tr>
<tr>
<td>Lunch</td>
<td>30% of M&amp;E</td>
</tr>
<tr>
<td>Dinner</td>
<td>50% of M&amp;E</td>
</tr>
</tbody>
</table>

Effective 01/01/17
Revised as of 12/30/16
# Collective Bargaining Unit Travel Rates

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

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>PRE BOARD LIMIT</th>
<th>ADVANCE ALLOWED</th>
<th>EXPENSE RATES</th>
<th>TAXABILITY</th>
<th>OBJECT CODES (that may apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Day Travel</td>
<td>90 Minutes</td>
<td>No</td>
<td>Per Diem</td>
<td>M&amp;IE</td>
<td>Lodging or Total Actual Costs &gt; FAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>$20.00 Flat</td>
<td>N/A</td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes</td>
<td>If travel &gt; 4 days</td>
<td>$90.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>If travel ≤ 4 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Intra State</strong></td>
<td>Same Island Travel</td>
<td>No Overnight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island Travel</td>
<td>N/A</td>
<td>Yes</td>
<td>If travel &gt; 4 days</td>
<td>$90.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>If travel ≤ 4 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. &amp; Territories</td>
<td>3 hours</td>
<td>Yes</td>
<td></td>
<td>$145.00</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td></td>
<td>$145.00</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mileage**

- **Federal Allowable Rate**
  - All Bargaining Units
  - $0.575 (Effective 01/01/15 – 12/31/15)
  - $0.54 (Effective 01/01/16 – 12/31/16)
  - $0.535 (Effective 01/01/17 – 12/31/17)

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Federal Allowable Rate</th>
<th>Federal Allowable Rate</th>
<th>Federal Allowable Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.575</td>
<td>$0.54</td>
<td>$0.535</td>
</tr>
<tr>
<td></td>
<td>Effective 01/01/15 – 12/31/15</td>
<td>Effective 01/01/16 – 12/31/16</td>
<td>Effective 01/01/17 – 12/31/17</td>
</tr>
</tbody>
</table>

**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&E allowance accordingly.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of M&amp;E</td>
<td>30% of M&amp;E</td>
<td>50% of M&amp;E</td>
</tr>
</tbody>
</table>

Effective 01/01/17

Revised as of 12/30/2016
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
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

TRAVELER

Traveler designates who his/her Preparers are

Traveler selects a default Business Office

PREPARERS (Secretary)

BUSINESS OFFICE (Fiscal Officers, Admin Staff)

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