

Travel Reimbursement Checklist for Administrators



****REMINDER – all travel requires an APPROVED Travel Request****

TRAVEL REQUEST & TRAVEL REQUEST WITH ADVANCE

- A. Justification/Purpose A8.851.1
 - a. Business itinerary purpose and vacation date(s) must be provided
 - i. Name of meeting or conference
 - ii. Date(s) of meeting or conference
 - iii. Location of meeting (city, state)
 - iv. Conference, workshop, seminar, Letter of Invite, etc
 - b. Note personal/vacation days
- B. Approving Signatures A8.851.5
 - a. Traveler
 - b. Approving Authority
 - c. Fiscal Administrator
 - d. Dean/Director/Chancellor/VP/President*
*Signature required for Out of State and Foreign travel only
- C. Travel Itinerary – Air A8.851.9c
 - a. Verify the following:
 - i. Travelers name
 - ii. Departure, arrival times
 - iii. Travel date(s)
 - iv. Amount
 - v. Economy class
 - b. Airfare receipt reflecting payment in full
 - c. Reimbursed based on the most economical amount
 - d. If personal time included, provide:
 - i. Actual airfare receipt
 - ii. Business airfare quote obtained on same day as actual airfare reservation
- D. Federal Allowable Rate (FAR)
 - a. Corresponds to the place of business
 - i. If FAR is not listed, standard or “other” rate should be used
 - b. Verify each leg for appropriate FAR Lodging and M&IE rates (business location)
 - c. Continental US (CONUS)
 - i. Do **not include** lodging taxes and other related charges in determining the **estimated** daily lodging rate
 - d. Outside continental US (OCONUS)/FOREIGN
 - i. Include lodging taxes and other related charges in determining the **estimated** daily lodging rate

Travel Reimbursement Checklist for Administrators

E. Lodging

- a. Verify the following:
 - i. Hotel reservation/confirmation showing amount
 - ii. Name of occupant
 - iii. Date(s) of stay
- b. Excess lodging (rate exceeds FAR) if not a conference hotel A8.851.10j
 - i. Justification
 1. Must be necessary and reasonable
 2. Provide justification in “comment” section or attach DISB-4E
 - ii. All excess lodging must be approved with the travel request
 - iii. Two (2) cost comparisons (hotel of choice + 1 additional) for excess lodging to establish price/cost reasonableness

F. Personal Time A8.851.12

- a. Personal time must be approved when the trip is authorized
- b. Lodging and M&IE expenses incurred during personal time not reimbursable by the University

G. Travel Requests with Advances A8.851.8

- a. Travel Advance Eligibility A8.851.8b
 - i. Eligible types of travel
 1. Intra-State travel exceeding four (4) calendar days
 2. Out of State travel
 3. Foreign travel
 - ii. Eligible advances
 1. Airfare
 2. Lodging
 3. M&IE
 4. Conference/Registration fee
 - a. Submit with supporting documentation such as brochure, registration form, etc.
- b. Submission requirements to Disbursing
 - i. Two (2) sets of Travel Advance Requests to Disbursing (original + one copy)
 - ii. At least ten (10) working days prior to departure
 - iii. Not more than one (1) month prior to departure

TRAVEL COMPLETION

A. Approving Signatures A8.851.5

- a. Traveler
- b. Approving Authority
- c. Fiscal Officer
- d. Dean/Director/Chancellor/VP/President (only needed on amended** travels)
(**Amended travel examples include change in purpose, adding another business leg, etc...)

B. Personal time A8.851.12

- a. Number of personal days must be specified on the travel completion
- b. Provide most economical, direct business itinerary to/from business location

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- C. Federal Allowable Rate (FAR)
 - a. Verify month of travel
 - i. Foreign travel FAR changes monthly
 - ii. FAR should correspond to the month the travel occurred
 - iii. If travel occurs across multiple months with different FARs, create new leg for each respective FAR
 - b. CONUS
 - i. Do **not include** lodging taxes and other related charges in determining the actual daily lodging rate
 - c. OCONUS/FOREIGN
 - i. Include lodging taxes and other related charges in determining the actual daily lodging rate
- D. Airfare expenses A8.851.9c
 - a. Changes in itinerary
 - i. Provide revised itinerary
 - 1. Update in eTravel
 - 2. Include explanation in comments section
 - b. Airfare receipt with proof of payment
- E. Lodging
 - a. Verify the following
 - i. Receipt submitted
 - ii. Lodging receipt is itemized
 - iii. Shows proof of payment
 - iv. Name of occupant
 - v. Date of stay
 - b. Excess Lodging (exceeds FAR and it is not a conference hotel) A8.851.10.j
 - i. Justification must be necessary and reasonable
 - ii. All excess lodging must be approved in advance
 - 1. Approved at the travel request
 - 2. Two (2) quotes (hotel of choice + 1 additional) for cost comparisons for excess lodging
 - c. Non lodging business expenses
 - i. Business related items only
 - 1. Enter each expense on separate line
 - a. Phone calls, internet services, parking etc...
 - b. Do not combine with room rates
- F. Conference fee receipt and supports
 - a. Registration form, flyer, brochure
 - b. Receipt and/or proof of payment
- G. Car rental A8.851.9d
 - a. Verify the following:
 - i. Receipt
 - ii. Shows proof of payment

Travel Reimbursement Checklist for Administrators

- iii. Name
 - iv. Date of rental
 - v. Sub-compact or compact rental
 - 1. If larger car is rented, justification required in “comment” section for non-compact vehicle (intermediate, van, jeep, etc.)
 - b. Not allowed
 - i. Frequent Flyer Fees (coded ffsvc, ftp sr\$, ff fee)
 - c. Insurance – see Allowable & Disallowable Expenses http://www.hawaii.edu/etravel/fag_expenseList.html
 - d. Justification required if traveler is staying at conference hotel and has rental car
- H. Mileage A8.851.9e
- a. Attach DISB 33
 - b. Verify the following:
 - i. Traveler signed form
 - ii. Current insurance
 - iii. Mileage rate
 - iv. If claiming from home, provide home address*
- *Traveler can only claim excess mileage above and beyond normal commute mileage if travel takes place on a workday
- I. Taxi receipts
- a. Verify the following:
 - i. Date
 - ii. Amount
 - iii. To/from destinations
 - b. Tips not included (covered by M&IE)
- J. Missing/Lost receipts A8.851.15c
- a. Attach DISB 4D: Receipt Summary Worksheet – certification for lost receipts
 - b. Reimbursements for missing/lost receipts shall be limited to \$75 per receipt
 - c. Lodging receipts are required, regardless of amount
- K. Manual corrections
- a. Verify manual corrections on travel document have been updated on eTravel document
- L. Subcodes in eTravel
- a. Verify correct leg ID # is selected in eTravel for the following:
 - i. Mileage
 - ii. Airfare
 - iii. Other expenses
- M. Returned funds (Owe UH)
- a. Verify subcode 4501 – Advance deposit
 - b. Copy of Advance Deposit (AD)
- N. Submission of Travel Completion
- a. If no advance, attach original travel request to travel completion
 - i. Does not apply for intra state travels
 - b. If advance was given, no copy of travel request needed
 - c. Must be submitted to traveler’s business office within 21 calendar days from the end date of the trip

Travel Reimbursement Checklist for Administrators

- O. No Cost Travel
 - a. Travel request and travel completion required
 - b. Fiscal Administrator to keep in their files

FOREIGN TRAVEL

- A. Foreign/Mixed Travel Completion (For Foreign & OCONUS; Foreign & CONUS)
 - a. Special attention to the following:
 - i. Currency conversion – use one of the following methods
 - 1. OANDA
 - 2. eTravel converter
 - 3. Credit card statement
 - 4. Verify correct currency selected (OANDA/eTravel)
 - 5. Currency conversion receipt is acceptable
 - ii. If submitting credit card statements, redact all credit card numbers, balances, and other personal information not related to Travel Completion

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DEFINITIONS

Proof of Payment: Itemized receipt from which goods/services were received showing date, amount paid, form of payment or, if receipt is not available, credit card statement, cancelled check in support of invoice.

RESOURCE LINKS

Travel APM (A8.851)

http://www.hawaii.edu/etravel/forms/APM_A8851.pdf

Frequently Asked Questions

http://www.hawaii.edu/etravel/faq_textVersion.html

Allowable Rates and Memos

<http://www.hawaii.edu/etravel/rates.html>

Allowable and Disallowable Expenses

http://www.hawaii.edu/etravel/faq_expenseList.html

Manual Travel Forms

http://www.fmo.hawaii.edu/payroll/forms_disb.html

FAR

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

OANDA

<http://www.oanda.com/currency/converter/>