

# UH Hilo Business Services Office

Mix Plate Informational Session  
April 2011



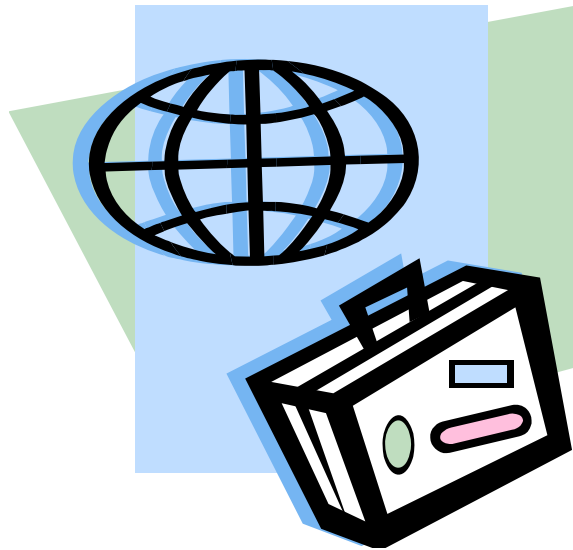
UNIVERSITY of HAWAII®  
**HILO**

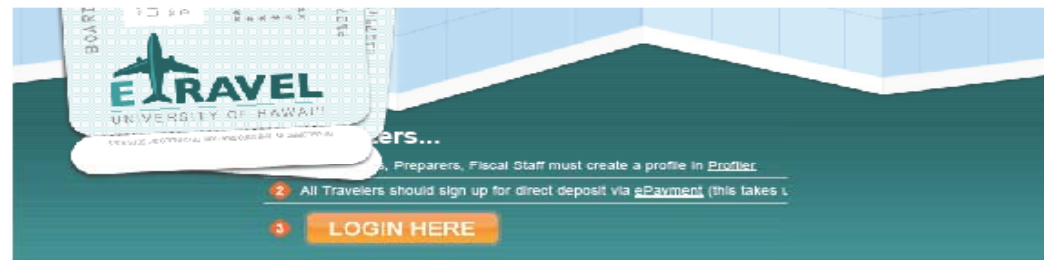
## Today's Topics Include:

- Revised UH Travel Policy
- UHH Travel Helpful Hints
- Fiscal Year End Processing



# Revised Travel Policy Highlights





ers...

Preparers, Fiscal Staff must create a profile in Profiler

2 All Travelers should sign up for direct deposit via ePayment (this takes 1

3 **LOGIN HERE**

### LATEST NEWS & ANNOUNCEMENTS

Posted 10/22/2010 Implemented a new look for eTravel, which includes [new FAQs...](#)

Posted 10/22/2010 Per [memo from CFO Howard Togo](#) dated June 8, 2010, efforts are underway to update the Travel APM. A draft is being circulated among key stakeholders for review and comment. Target release is Spring 2011.

Posted 08/11/2010 Several minor modifications have been implemented, [click here](#) to view specific details.

#### NEED HELP?

- [FAQ Storyboard | Text Version](#)
- [Quick Reference/Tips](#)
- [Training Schedule](#)
- [Travel APM \(AB.851\)](#)



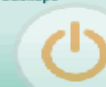
#### RESOURCES

- [Allowable Rates, Memos, etc.](#)
- [Federal Allowable Rates \(FAR\) Site](#)
- [QANDA Currency Converter](#)
- [Hardcopy Forms](#)
- [About eTravel](#)

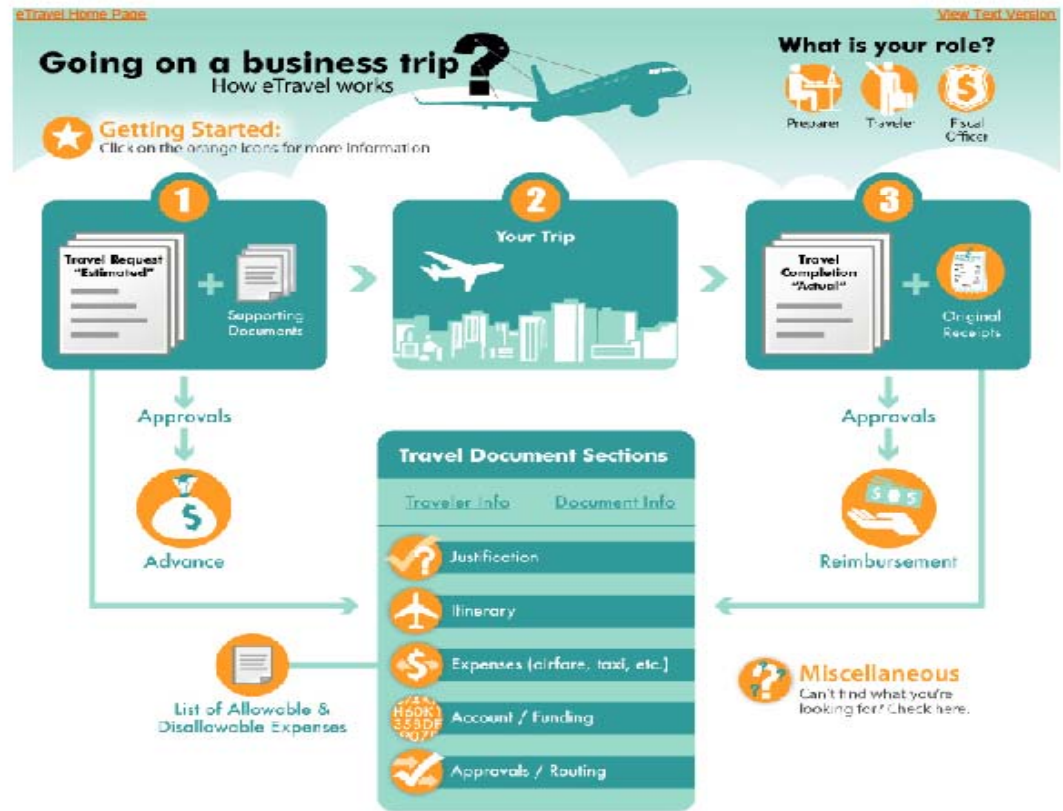


#### TECHNICAL INFORMATION

- [New Releases/Mod List](#)
- Scheduled downtimes:
  - ◆ 3:00 - 4:00 AM daily for backups



For travel procedures and related inquiries: [etravel-help@lists.hawaii.edu](mailto:etravel-help@lists.hawaii.edu) • For technical problems with this site: [etravel-tech@lists.hawaii.edu](mailto:etravel-tech@lists.hawaii.edu)





[<< eTravel Home Page](#)

#### Getting Started

- Access to eTravel
- Timeline of Activity
- Justification
  - Conference Badges
  - URC
- Travel Request
- Travel Completion
- No Cost Travel

#### Itinerary Section

- General Info (filling out the form)
- Lodging
- Meals & Incidental Expenses (M&IE)
- Federal Allowable Rate (FAR)
- Taxability
- Personal Time
  - Airfare Quotations
  - Leave Related

#### Expenses

- Airfare
- Baggage
- Car Rental
- Mileage
- Taxi
- Receipts

#### List of Allowable/Disallowable Expenses

#### Account / Funding

- Account Codes
- Multiple Account Codes
- UH & UH Foundation
- Subcodes

#### Approvals / Routing

- Required Approvals
- Printing/Submission
  - Colored Paper
  - Number of Copies

#### Payment / Reimbursement

- Advances
- Reimbursements
- EFT

#### Misc. / Other

- Coverage of Duties
- Comp Time
- Mixed Destination
- RACF ID
- UH vs. RCUH
- UH Form 410
- Technical

#### Role-based Info

- [Preparer Role](#)
- [Traveler Role](#)
- [Fiscal Role](#)

UNIVERSITY OF HAWAII AT HILO

Administration  
Business Office

April 13, 2011

MEMORANDUM

TO: Donald O. Straney  
Chancellor

V.A: Debra L. Fitzsimons *DLF*  
Vice Chancellor for Administrative Affairs

FROM: Marie N. Honda *MN*  
Director of Business Services

SUBJECT: Executive Policy E8.104, Approval of Out-of-State Travel

Based on the issuance of the revised Executive Policy E8.104, Approval of Out-of State Travel, the Business Office would like to recommend that for UH Hilo, approval for Domestic Out-of-State travel be delegated to the Vice Chancellor's level. The Chancellor shall retain the approving authority for all International Out-of-State travel.

Currently, the Vice Chancellors sign for Out-of-State travel for their programs prior to it being forwarded to the Chancellor for final approval. This delegation would eliminate one approval layer for Domestic Out-of-State travel and will not increase the work load at the Vice Chancellor's level as they are currently in the review process.

Your consideration in this matter is greatly appreciated. Please feel free to contact me at x17404 should you have any questions.

APPROVED/DISAPPROVED:

*Donald O. Straney* 18 April 11  
Donald O. Straney, PhD. Date  
Chancellor

Attachments



### Travel Request Basic Requirements (For UH-Hilo use only)

#### Department Responsibilities

##### Required Documents:

1. Travel Request.
  - a. eTravel Requests for regular employees. (See [www.hawaii.edu/etravel](http://www.hawaii.edu/etravel))
  - b. FMIS-4, Employee manual Travel Form that cannot be processed in etravel. (For Casual Hires, Student Employees, etc.) (See [www.hawaii.edu/etravel/forms.html](http://www.hawaii.edu/etravel/forms.html))
2. Business Airline Itinerary. (If the trip includes personal time, see attached Allowable Costs.)
3. Supporting Documents. (meeting, conference, workshop, seminar, etc.)

##### Required Signatures/Approvals:

1. Intra-State/On-Island - Traveler and Approving Authority.
2. Out-of-State Continental United States (including Alaska)- Traveler, Approving Authority, and Vice Chancellor.
3. Out-of State Foreign - Traveler, Approving Authority, and Chancellor.
4. No Cost - Traveler and Approving Authority.

##### Purpose/Justifications/Estimated Costs:

1. Purpose/Justifications should specify the name, date and place of the meeting, conference, workshop, seminar, or state the nature of the task to be performed.
2. Estimated costs should be as accurate as possible.

### Travel Advance Basic Requirements

1. Travel Advance Requests must be submitted to the UH Hilo Business Office at least 15 working days prior to departure date.
2. Travel Advance payments will be issued 2 to 3 weeks prior to departure date. Exceptions to process a Travel Advance payment any earlier will not be allowed. Any prepayment for travel related expenses (airfare, conference fees, etc.) should be paid by Purchase Order or P-card instead of personal funds.

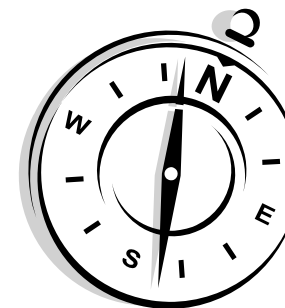
##### Travel Advances may be granted:

1. To active University employees with no other travel advances outstanding more than 30 days after the return from their trip.
2. For Intra-State travel Exceeding 4 calendar days.
3. For Out-of-State travel.
4. For Airfare, Conference/Registration Fee, Per Diem, M&IE, Lodging, etc. that can be specifically identified, supported and are not otherwise processed on a Purchase Order or P-Card. Advances to cover airfare will require a receipt showing the cost and payment method.

**\*\*See attached matrix of Allowable Travel Expenditures.**

#### UH Hilo Business Office Responsibilities

1. Review travel documents for compliance.
2. Verify funds are available.
3. Process Travel Advance Requests to the UH Disbursing Office for payment.



## Travel Completion Basic Requirements (For UH-Hilo use only)

### Department Responsibilities

\*The deadline to submit a Travel Completion Report is 21 days after the return date including trips with Travel Advances.

#### Required Documents:

1. Travel Completion Report.
  - a. eTravel Completions for regular employees. (See [www.hawaii.edu/etravel](http://www.hawaii.edu/etravel))
  - b. FMIS-4, Employee manual Travel Form that cannot be processed in etravel. (For Casual Hires, Student Employees, etc.) (See [www.hawaii.edu/etravel/forms.html](http://www.hawaii.edu/etravel/forms.html))
2. Original receipts supporting all reimbursement claims and any purchases made with a Travel Advance such as airfare, baggage fees, conference fee, vehicle rental, taxi, etc. **\*\* (Meals and Incidental Expenses (M&IE) Do Not require receipts.)**
  - a. Airline boarding passes/stubs are not required unless there was a change in the departure/return dates/times and a revised airline itinerary cannot be provided.
  - b. Local Transportation expenses such as Taxi, Shuttle, etc. must have the departure/arrival destinations. Tips are not reimbursable.
  - c. Conference badges are not required. Do not submit with the Travel Completion.
  - d. Missing Receipts.
    - A signed FMIS 4D Receipt Summary Worksheet can be submitted in place of missing receipts up to \$75 per receipt.
    - Itemized Lodging and Vehicle Rental receipts are always required regardless of amount to verify allowable charges.

#### Required Signatures/Approvals:

1. Intra-State/On-Island - Traveler and Approving Authority.
2. Out-of-State Continental United States (including Alaska)- Traveler and Approving Authority.
3. Out-of State Foreign - Traveler and Approving Authority.
4. No Cost - Traveler only.

### UH Hilo Business Office Responsibilities

1. Review travel documents for compliance.
2. Verify funds are available.
3. Process Travel Completion Reports to the UH Disbursing Office for payment.





### Allowable Costs

1. Travel Requests which includes both Business and Personal time requires two airfare quotes.
  - a. Submit the airfare quote that includes both personal and business time.
  - b. Submit a second airfare quote which includes Only business time Without any personal time. This quote will verify when the traveler could have departed and returned and what the cost would have been if traveled for official UHH business only.
  - c. UHH will cover the cost of the lowest quote.
2. Airline Checked Baggage Fees:
  - a. First checked bag is reimbursable.
  - b. Additional checked bags are not reimbursable. If requesting reimbursement for additional checked bags, a justification must be submitted with the claim.
3. Vehicle Rental:
  - a. Frequent Flyer Surcharges and Taxes are not reimbursable and must be deducted from the claim (ex. FTP, FF95, etc.). This is a personal expense to the traveler.
  - b. CDW Collision Damage Waiver or LDW Loss Damage Waiver:
    - State Of Hawai'i - Not reimbursable. The Damage Waiver is covered under the State of Hawai'i policy.
    - Continental United States (including Alaska) - Optional, but highly recommended.
    - Foreign - Required.
    - \*\* All other optional insurances are not reimbursable.
4. Lodging Porterage/Resort Fees:
  - a. Not reimbursable if it's optional.
  - b. Reimbursable if it's mandatory. In this case, this fee needs to be included as part of the lodging expense.

Attached is the list of Allowable and Disallowable Expenses which is located in the eTravel FAQs section.  
([http://www.hawaii.edu/etravel/faq\\_expenseList.html](http://www.hawaii.edu/etravel/faq_expenseList.html))



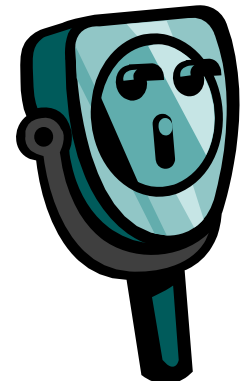


**Travel Requisitions**  
**Required Information and Helpful Hints**

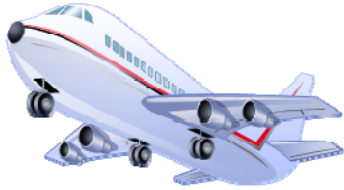
Below is a listing of required information and helpful hints for the processing of travel related requisitions:

1. The completed travel request (including all required signatures except the Fiscal Officer), is to be attached to the travel requisition at the time the requisition is submitted to the Business Office.
2. For requisitions for the purchase of airfare, include in the description field the following information:
  - Travelers Name
  - Destination
  - Travel Dates
  - The following phrase: "Refunds on Tickets Shall be Made Payable to the University of Hawai'i."
3. For requisitions for the rental of a car, include in the description field the following information:
  - Traveler's Name
  - Rental Location
  - Rental Dates
  - The size of the rental car (rental of larger vehicles require sufficient justification, include the justification in the comments section on the requisition.)
  - The following phrase for intra-state car rental: "No Insurance - See Attached"
4. Travel subcodes are based on the type of expense and the business destination. For example, if the requested travel is airfare for a meeting in Oahu, the intra-state transportation subcode is used. In another example, if the requested travel is a car rental in California, the Out of State US & Territories transportation subcode is used. Attached is a list of travel subcodes to assist in the preparation of a requisition.

April 2011



LIST OF TRAVEL SUBCODES



Destination	Type of Payment	Tax Status		Employee (E) W-2	Non Employee (NE) 1099	Foreign Non Employee (FNE) 1042
Intra State	ADVANCE TRAVEL	Non-Reportable	NR	4501	4501	4501
		Reportable	R	4351	4341	4363
	PER DIEM, M&IE	Non-Reportable	NR	4350	4340	4340
		Taxable	T	4352		
	TRANSPORTATION	Non-Reportable	NR	4250	4240	4240
		Reportable	R		4241	4263
	OTHER TRAVEL	Non-Reportable	NR		4820	4820
		Reportable	R		4821	4813
Out of State U.S. & Territories	ADVANCE TRAVEL	Non-Reportable	NR	4501	4501	4501
		Reportable	R	4551	4541	4563
	PER DIEM, M&IE	Non-Reportable	NR	4550	4540	4540
		Taxable	T	4552		
	TRANSPORTATION	Non-Reportable	NR	4450	4440	4440
		Reportable	R		4441	4463
	OTHER TRAVEL	Non-Reportable	NR	4851	4840	4840
		Reportable	R		4841	4863
Out of State Foreign	ADVANCE TRAVEL	Non-Reportable	NR	4501	4501	4501
		Reportable	R	4580	4570	4570
	PER DIEM, M&IE	Non-Reportable	NR	4581	4571	4593
		Taxable	T	4582		
	TRANSPORTATION	Non-Reportable	NR	4480	4470	4470
		Reportable	R		4471	4493
	OTHER TRAVEL	Non-Reportable	NR	4852	4870	4870
		Reportable	R		4871	4893
All	Car Mileage	Non-Reportable	NR	4150	4140	4140
		Reportable	R	4151	4141	4163
		Taxable	T	4152		
PER DIEM, M&IE: Lodging and Meals & Incidental Expenses						
TRANSPORTATION: Airfare, Checked Baggage Fees, Taxi Fare, Car Rental, Parking, Gas, Toll Charges, etc.						
OTHER TRAVEL: Package Deals, Registration/Conference Fees, Phone/Fax/Internet, etc.						



UNIVERSITY OF HAWAII AT HILO

Administration  
Business Office

April 25, 2011

MEMORANDUM

TO: Chancellor  
Vice Chancellors  
Deans and Directors

FROM: Marie N. Honda   
Director of Business Services

SUBJECT: UPDATED FY2011 YEAR-END PROCUREMENT AND PAYMENT DEADLINES

The following are updated FY 2011 year-end deadlines and clarifications; the deadlines have been established in order for the Business Services Office to meet the University System's deadlines. It includes deadlines for travel advances, clarification on requisitions and payments utilizing the Departmental Checking System (DCS). For deadlines that have passed, the Business Services Office will continue to process procurement and payment documents with the understanding they may not get processed by the end of this fiscal year.

**REQUISITIONS** - Submit by 4:00 pm on the date specified:

March 18, 2011	All purchases which require formal advertisement for bids in excess of \$250,000 and sole source requests greater than \$25,000.
April 8, 2011	Requisitions, exempt purchases and IDOs greater than \$25,000 but less than \$250,000, contract modifications and renewals, and requisitions requiring issuance by OPRPM (i.e., insurance, short term lease, etc.).
May 31, 2011	Requisitions equal to or less than \$25,000, and direct payment documents (Authorization for Payments, mileage claims, travel advances, travel completions, employee reimbursements greater than \$1000, etc).
June 13, 2011	Requisitions using <u>General Funds</u> for utility payments, cellular phone charges, and employee reimbursements less than \$1000 through the Departmental Checking System (DCS).
June 28, 2011	Requisitions using <u>non-General Funds</u> for utility payments, cellular phone charges, and employee reimbursements less than \$1000 through the Departmental Checking System (DCS).

**PCARD PURCHASES:**

April 29, 2011	All purchases using General Operating Funds (TFSF and G Funds)
June 3, 2011	Purchases from all other funds.

**PAYMENT PROCESSING DEADLINE** - To process payment prior to June 30, 2011:

May 31, 2011	Requisitioners Copy (for PO's) or UH Form 41 (for contracts). For departments receiving invoices from vendors, these invoices need to be forwarded to the Business Services Office immediately. However, departments should request that vendors send the invoices directly to the Business Services Office to ensure the invoice is received by the deadline.
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Contact the Business Services Office at x17404 should you have any questions regarding these deadlines.

## Contact Information

- **UH Hilo Business Services Office**

Phone: 974-7404

- **Director**

Marie Honda

[hondam@hawaii.edu](mailto:hondam@hawaii.edu)

- **Travel**

Anson Ohara

[ansono@hawaii.edu](mailto:ansono@hawaii.edu)

Jeff Dansdill

[jdansdil@hawaii.edu](mailto:jdansdil@hawaii.edu)

## Travel Completion Basic Requirements (For UH-Hilo use only)

### Department Responsibilities

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#### Required Documents:

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  - a. Airline boarding passes/stubs are not required unless there was a change in the departure/return dates/times and a revised airline itinerary cannot be provided.
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  - c. Conference badges are not required. Do not submit with the Travel Completion.
  - d. Missing Receipts.
    - A signed FMIS 4D Receipt Summary Worksheet can be submitted in place of missing receipts up to \$75 per receipt.
    - Itemized Lodging and Vehicle Rental receipts are always required regardless of amount to verify allowable charges.

#### Required Signatures/Approvals:

1. **Intra-State/On-Island** - Traveler and Approving Authority.
2. **Out-of-State Continental United States** (including Alaska)- Traveler and Approving Authority.
3. **Out-of State Foreign** - Traveler and Approving Authority.
4. **No Cost** - Traveler only.

### UH Hilo Business Office Responsibilities

1. Review travel documents for compliance.
2. Verify funds are available.
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2. Airline Checked Baggage Fees:
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3. Vehicle Rental:
  - a. Frequent Flyer Surcharges and Taxes are not reimbursable and must be deducted from the claim (ex. FTP, FF95, etc.). This is a personal expense to the traveler.
  - b. **CDW** Collision Damage Waiver or **LDW** Loss Damage Waiver:
    - State Of Hawai'i - Not reimbursable. The Damage Waiver is covered under the State of Hawai'i policy.
    - Continental United States (including Alaska) - Optional, but highly recommended.
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    - \*\* All other optional insurances are not reimbursable.
  
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**Travel Requisitions**  
**Required Information and Helpful Hints**

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  - The size of the rental car (rental of larger vehicles require sufficient justification, include the justification in the comments section on the requisition.)
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4. Travel subcodes are based on the type of expense and the business destination. For example, if the requested travel is airfare for a meeting in Oahu, the intra-state transportation subcode is used. In another example, if the requested travel is a car rental in California, the Out of State US & Territories transportation subcode is used. Attached is a list of travel subcodes to assist in the preparation of a requisition.

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	<b>TRANSPORTATION</b>	Non-Reportable	NR	4250	4240	4240
		Reportable	R		4241	4263
	<b>OTHER TRAVEL</b>	Non-Reportable	NR		4820	4820
Reportable		R		4821	4813	
Out of State U.S. & Territories	<b>ADVANCE TRAVEL</b>	Non-Reportable	NR	4501	4501	4501
		Reportable	R			
	<b>PER DIEM, M&amp;IE</b>	Non-Reportable	NR	4550	4540	4540
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	<b>OTHER TRAVEL</b>	Non-Reportable	NR	4851	4840	4840
Reportable		R		4841	4863	
Out of State Foreign	<b>ADVANCE TRAVEL</b>	Non-Reportable	NR	4501	4501	4501
		Reportable	R			
	<b>PER DIEM, M&amp;IE</b>	Non-Reportable	NR	4580	4570	4570
		Reportable	R	4581	4571	4593
		Taxable	T	4582		
	<b>TRANSPORTATION</b>	Non-Reportable	NR	4480	4470	4470
		Reportable	R		4471	4493
	<b>OTHER TRAVEL</b>	Non-Reportable	NR	4852	4870	4870
Reportable		R		4871	4893	
All	<b>Car Mileage</b>	Non-Reportable	NR	4150	4140	4140
		Reportable	R	4151	4141	4163
		Taxable	T	4152		
PER DIEM, M&IE: Lodging and Meals & Incidental Expenses						
TRANSPORTATION: Airfare, Checked Baggage Fees, Taxi Fare, Car Rental, Parking, Gas, Toll Charges, etc.						
OTHER TRAVEL: Package Deals, Registration/Conference Fees, Phone/Fax/Internet, etc.						

**UNIVERSITY OF HAWAII AT HILO**

Administration  
**Business Office**

April 13, 2011

**MEMORANDUM**

TO: Donald O. Straney  
Chancellor

VIA: Debra L. Fitzsimons *dlf*  
Vice Chancellor for Administrative Affairs

FROM: Marie N. Honda *M*  
Director of Business Services

SUBJECT: Executive Policy E8.104, Approval of Out-of-State Travel

Based on the issuance of the revised Executive Policy E8.104, Approval of Out-of State Travel, the Business Office would like to recommend that for UH Hilo, approval for Domestic Out-of-State travel be delegated to the Vice Chancellor's level. The Chancellor shall retain the approving authority for all International Out-of-State travel.

Currently, the Vice Chancellors sign for Out-of-State travel for their programs prior to it being forwarded to the Chancellor for final approval. This delegation would eliminate one approval layer for Domestic Out-of-State travel and will not increase the work load at the Vice Chancellor's level as they are currently in the review process.

Your consideration in this matter is greatly appreciated. Please feel free to contact me at x47404 should you have any questions.

APPROVED/DISAPPROVED:

*Donald O. Straney* 18 April 11  
\_\_\_\_\_  
Donald O. Straney, PhD. Date  
Chancellor

Attachments

# UNIVERSITY OF HAWAII AT HILO

Administration  
**Business Office**

April 25, 2011

## MEMORANDUM

TO: Chancellor  
Vice Chancellors  
Deans and Directors

FROM: Marie N. Honda   
Director of Business Services

SUBJECT: UPDATED FY2011 YEAR-END PROCUREMENT AND PAYMENT DEADLINES

The following are updated FY 2011 year-end deadlines and clarifications; the deadlines have been established in order for the Business Services Office to meet the University System's deadlines. It includes deadlines for travel advances, clarification on requisitions and payments utilizing the Departmental Checking System (DCS). For deadlines that have passed, the Business Services Office will continue to process procurement and payment documents with the understanding they may not get processed by the end of this fiscal year.

### **REQUISITIONS** - Submit by 4:00 pm on the date specified:

March 18, 2011	All purchases which require formal advertisement for bids in excess of \$250,000 and sole source requests greater than \$25,000.
April 8, 2011	Requisitions, exempt purchases and IDOs greater than \$25,000 but less than \$250,000, contract modifications and renewals, and requisitions requiring issuance by OPRPM (i.e., insurance, short term lease, etc.).
May 31, 2011	Requisitions equal to or less than \$25,000, and direct payment documents (Authorization for Payments, mileage claims, travel advances, travel completions, employee reimbursements greater than \$1000, etc).
June 13, 2011	Requisitions using <u>General Funds</u> for utility payments, cellular phone charges, and employee reimbursements less than \$1000 through the Departmental Checking System (DCS).
June 28, 2011	Requisitions using <u>non-General Funds</u> for utility payments, cellular phone charges, and employee reimbursements less than \$1000 through the Departmental Checking System (DCS).

### **PCARD PURCHASES:**

April 29, 2011	All purchases using General Operating Funds (TFSF and G Funds)
June 3, 2011	Purchases from all other funds.

### **PAYMENT PROCESSING DEADLINE** - To process payment prior to June 30, 2011:

May 31, 2011	Requisitioners Copy (for PO's) or UH Form 41 (for contracts). For departments receiving invoices from vendors, these invoices need to be forwarded to the Business Services Office immediately. However, departments should request that vendors send the invoices directly to the Business Services Office to ensure the invoice is received by the deadline.
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Contact the Business Services Office at x47404 should you have any questions regarding these deadlines.