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 flowing phrase: “Refunds on Tickets Shall be Made Payable to the University of Hawai‘i.”

3. For requisitions for the rental of a car (rental of larger vehicles require sufficient justification, include the justification in the comments section on the requisition.)
   - Traveler’s Name
   - Rental Location
   - Rental Dates
   - The size of the rental car (rental of larger vehicles require justification in the comments section on the requisition.)
   - The following phase 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.