**Travel Advance Requirements**
**(For UH-Hilo use only)**

All travel business expenses should be paid by UH payment methods such as Purchase Order, PCard, etc. However, Travel Advances may be requested when there are situations that UH payment methods cannot be utilized. See the attachment requirements below.

***Travel Advance Requests for UH Hilo must be submitted in eTravel for approval at the Business Office level at least 15 WORKING DAYS prior to departure date. Travelers are required to be signed up for direct deposit at ePayment at https://www.hawaii.edu/epayment/. Manual checks will not be issued.**

Airfare:
- Allowable: Paid airline receipt and itinerary showing the payment method.
- Disallowable: An airline reservation quote. This can only be used for the airline itinerary requirement that needs to match the travel request itinerary section.

Airline Baggage Fees:
- Reimbursement only.

Lodging:
- Allowable: Itemized hotel confirmation/reservation that provides the location, traveler's name, dates of stay, and cost of room per night.
  *Hotel advance is allowed up to the maximum FAR. If hotel estimated cost is above the maximum FAR, the excess lodging will be reimbursed.
- Disallowable: Hotel quote without the required information can only be used to support the estimated cost inputted on the travel request.

Conference Fee:
- Allowable: Paid receipt showing the payment method.

Vehicle Rental:
- Reimbursement only.
- Disallowable: If staying at the conference hotel, vehicle rentals are not reimbursable. (A justification is required if the rental is necessary for specific reasons to be reimbursed. For example: offsite meetings, etc.)

Shuttle/Taxi:
- Reimbursement only.

Gas/Parking:
- Reimbursement only.