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

Department Responsibilities

Start by going to the eTravel Home Page which can be found at http://www.hawaii.edu/etravel/. The formal travel procedures are available here.

Creating an Intra-State Travel Completion Report:

- Log into eTravel from the Main menu at http://www.hawaii.edu/etravel/.
- Under the Create column in the top left, click on New Travel Completion – Returned from a trip. (Do not input the Travel Request number under the Existing Documents column.)
- The Document Search window will appear. Input the Travel Request number in the Document No. field and click on the Search My Trips button. (Do not input any other information such as Traveler Name, etc. Leave all the other fields blank.)
- The Travel Completion will then be created in a new window. Click on the Save button at the bottom to officially create the document.
- If the dates, destination(s), payment method, etc. needs to be changed, click on Return to Step 1 at the top left corner to make any adjustments.
- If no changes are necessary, continue to the next section.

Actual Business Itinerary section:

- *Click on any calculate button after inputting any updates/adjustments so the entire document can be re-calculated.
- Lodging (If applicable): Change the actual total amount in the Cost column)
- M&IE should be the same as inputted on the Travel Request.

Actual Expenditures section:

- Review all the fields accordingly. Change the amounts for each expense line to the actual charges that are reflected on the receipts. If there were additional expenses, more expense lines can be added from the drop down menu at the bottom of this section.

Attachments:

- Attach copies of the receipts that support all of the reimbursement claims (except for M&IE since it's a flat rate). Receipts are required to be itemized. The receipts must show the vendor name and address, date, description of item(s) purchased, final cost, and payment method (proof of payment). Keep all the original receipts within your departmental files.
- Missing receipts: Hotel and vehicle rental receipts are required. An email or faxed copy of the receipts can be obtained. The DISB-4D Receipt Summary Worksheet can be certified and attached in lieu of missing receipts such as parking, fuel, etc. that are $75 or less for each expense based on IRS regulations.
- Do not attach the same receipts/confirmations that were attached to the Travel Request.

Comments:

- Input any necessary explanations/justifications.

Account Information section:

- Percentage: Will autofill.
- Fixed: Need to input specific amount to each account and object code.
- Manual: Need to input specific amount to each account and object code.

Once finalized, click on the Submit button and the Travel Completion will be routed to the traveler and appropriate supervisor(s) for electronic approvals.