eTRAVEL TRAINING
AGENDA

1) Introduction
2) BU 07 & 87 Travel Matrix
3) BU 08 & all Others Travel Matrix
4) Production start up instructions
5) Reference Sites
6) Overview
7) Exercises
8)Profiler
9) eTravel Homepage
# Collective Bargaining Unit Travel Rates

Bargaining Unit 07 and Corresponding Excluded Unit 87

<table>
<thead>
<tr>
<th>Destination</th>
<th>Pre Board Limit</th>
<th>Advance Allowed</th>
<th>Per Diem</th>
<th>M&amp;IE</th>
<th>Lodging or Excess</th>
<th>Excess Lodging, Total Actual Costs &gt; FAR</th>
<th>Taxability</th>
<th>Object Codes (that may apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Day Travel</td>
<td>90 Minutes</td>
<td>No</td>
<td>None</td>
<td>$20 allowance, (Receipt is not required)</td>
<td>None</td>
<td>None</td>
<td>M&amp;IE is Taxable</td>
<td>4352 (taxable)</td>
</tr>
<tr>
<td>N/A to BU 87</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes if travel &gt; 4 days</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR x Qtr day periods</td>
<td>Reimbursement of Actual Lodging NTE OCONUS FAR</td>
<td>Receipts Required</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No if travel &lt; 4 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Intra State</strong></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island Travel</td>
<td>N/A</td>
<td>Yes if travel &gt; 4 days</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR x Qtr day periods</td>
<td>Reimbursement of Actual Lodging NTE OCONUS FAR</td>
<td>Receipts Required</td>
<td>None</td>
<td>4350 (non reportable)</td>
</tr>
<tr>
<td>No Overnight</td>
<td></td>
<td>No if travel &lt; 4 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td>3 hours</td>
<td>Yes</td>
<td>None</td>
<td>CONUS &amp; OCONUS FAR or Flat Rate &lt; FAR x Qtr day periods</td>
<td>Reimbursement of Actual Lodging NTE CONUS &amp; OCONUS FAR</td>
<td>Receipts Required</td>
<td>None</td>
<td>4550 (non reportable)</td>
</tr>
<tr>
<td>US &amp; Territories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td>3 hours</td>
<td>Yes</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR x Qtr day periods</td>
<td>Reimbursement of Actual Lodging NTE OCONUS FAR</td>
<td>Receipts Required</td>
<td>None</td>
<td>4580 (non reportable)</td>
</tr>
<tr>
<td>Foreign</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td>Federal Allowable Rate</td>
<td>Full Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>$0.405 effective 01/01/2005 - 08/31/05</td>
<td>Federal Allowable Rate $0.485 effective 09/01/2005 - 12/31/2005</td>
<td>$0.445 effective 01/01/2006</td>
<td>4150 (non reportable)</td>
</tr>
</tbody>
</table>

**Not Taxable**

If a reduction of meals is required, the following values of the optional meals will be used to reduce the per diem and/or M&IE allowance accordingly.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Percentage of M&amp;IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>20%</td>
</tr>
<tr>
<td>Lunch</td>
<td>30%</td>
</tr>
<tr>
<td>Dinner</td>
<td>50%</td>
</tr>
</tbody>
</table>

NTE = Not to Exceed  FAR = Federal Allowable Rate

All Bargaining Units

If a reduction of meals is required, the following values of the optional meals will be used to reduce the per diem and/or M&IE allowance accordingly.

<table>
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<th>Meal</th>
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<td>Lunch</td>
<td>30%</td>
</tr>
<tr>
<td>Dinner</td>
<td>50%</td>
</tr>
</tbody>
</table>

Effective 01/01/06  Revised as of 01/24/06
# Collective Bargaining Unit Travel Rates

**Bargaining Unit 01, 02, 03, 04, 08, 09 and Corresponding Excluded Units 10, 57, 63, 67, 68, 88**

## Expense Rates

<table>
<thead>
<tr>
<th>Destination</th>
<th>Pre Board Limit</th>
<th>Advance Allowed</th>
<th>Per Diem</th>
<th>M&amp;IE</th>
<th>Lodging or Excess Lodging</th>
<th>Taxability</th>
<th>Object Codes (that may apply)</th>
</tr>
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<tbody>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Day Travel</td>
<td>90 Minutes</td>
<td>No</td>
<td>NONE</td>
<td>$20.00</td>
<td>Reimbursement of Actual Lodging (w/ Receipts &amp; Prior Approval)</td>
<td>Per Diem or M&amp;IE is Taxable</td>
<td>4352 (taxable)</td>
</tr>
<tr>
<td>N/A to BU 88</td>
<td></td>
<td></td>
<td>Exception: BU 8 &amp; 68 = $80.00</td>
<td>N/A to BU 8, 68</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Intra State Overnight

- **90 Minutes**
  - Yes if travel > 4 days
  - No if travel ≤ 4 days
  - Per Diem: $80.00
  - M&IE: $30.00
  - Lodging: $50.00
  - Taxability: None
  - Object Codes: 4350 (non reportable)

### Intra State

- "Travel" on the same island not requiring overnight absence, does not qualify as intra-state travel.

### Intra State Overnight

- **N/A**
  - Yes if travel > 4 days
  - No if travel ≤ 4 days
  - Per Diem: $80.00
  - M&IE: $30.00
  - Lodging: $50.00
  - Taxability: None
  - Object Codes: 4350 (non reportable)

## Out of State

<table>
<thead>
<tr>
<th>Destination</th>
<th>Pre Board Limit</th>
<th>Advance Allowed</th>
<th>Per Diem</th>
<th>M&amp;IE</th>
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<th>Taxability</th>
<th>Object Codes (that may apply)</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US &amp; Territories</td>
<td>3 hours</td>
<td>Yes</td>
<td>$130.00</td>
<td>$45.00</td>
<td>Reimbursement of Actual Lodging (w/ Receipts &amp; Prior Approval)</td>
<td>CONUS None</td>
<td>4550 (non reportable) 4551 (reportable) 4552 (taxable)</td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td>$130.00</td>
<td>$45.00</td>
<td>Reimbursement of Actual Lodging (w/ Receipts &amp; Prior Approval)</td>
<td>OCONUS Federal Allowable Rate</td>
<td>4580 (non reportable) 4581 (reportable) 4582 (taxable)</td>
</tr>
</tbody>
</table>

## Mileage

- **BU 02, 03, 04, & 63**
  - Per Diem: $0.375: effective 07/01/04 - 11/30/05
  - M&IE: $0.485: effective 12/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06 - 06/30/07
- **BU 01, 08, 09, 10, 57, 67, 68, & 88**
  - Per Diem: $0.370: effective 01/01/03 - 11/30/05
  - M&IE: $0.485: effective 12/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06 - 06/30/07
- **Federal Allowable Rate**
  - Per Diem: $0.405: effective 01/01/05 - 08/31/05
  - M&IE: $0.485: effective 09/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06

### Taxability

- Not Taxable

### Object Codes

- CONUS
- OCONUS Federal Allowable Rate

### Mileage Rates

- **BU 02, 03, 04, & 63**
  - Per Diem: $0.375: effective 07/01/04 - 11/30/05
  - M&IE: $0.485: effective 12/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06 - 06/30/07
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  - M&IE: $0.485: effective 12/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06 - 06/30/07
- **Federal Allowable Rate**
  - Per Diem: $0.405: effective 01/01/05 - 08/31/05
  - M&IE: $0.485: effective 09/01/05 - 12/31/05
  - Dinner: $0.445: effective 01/01/06

## All Bargaining Units

If a reduction of meals is required, the following values of the optional meals will be used to reduce the per diem and/or M&IE allowance accordingly.

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<th>Meal</th>
<th>Percentage of M&amp;IE</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>20% of M&amp;IE</td>
</tr>
<tr>
<td>Lunch</td>
<td>30% of M&amp;IE</td>
</tr>
<tr>
<td>Dinner</td>
<td>50% of M&amp;IE</td>
</tr>
</tbody>
</table>

**Revised as of 04/06**
eTravel Production Startup Instructions

Policies:

Airfare may be advanced.

All advances, including intra state advances, will be charged to one subcode, 4501.

Dean/Director/Chancellor/Vice-President/President must sign Travel Completions that exceed the Travel Request by 10% or more. (e.g. Travel request is $1,000, Travel Completion is for $1,100. This must be signed by the Dean/Director/Chancellor/Vice-President/President). The system does not provide any warning edits for this.

Procedures:

Continue to create Travel Requests and acquire approvals prior to travel dates.

Submit an original and one (1) copy of Travel Advance with Travel Request (containing original signatures), at least 10 working days prior to the depart date. Two sets of supporting documents are required (Refer to APM A8.851, p. 31-32). Note: Travel Advances require signatures. Only expenses listed on the Travel Request, and not paid through other payment methods, may be requested as an advance.

Submit travel completion (with original signatures) 7 working days after the return date. If no advance has been requested, the original Travel Request must be attached to the Travel Completion. (Refer to APM A8.851, p. 33-36).

When travel advances and travel completions involve multi-campus funding, an original and one (1) copy of the travel advances and travel completions must be submitted for each campus.

The first payment, whether an Advance or Travel Completion reimbursement, must be supported by an approved Travel Request.

If Flat Rate Per Diem is used and there is taxability, a hard copy 4C must be manually created. Attach two copies of the hard copy 4C to the Travel Completion. Use of the System Calculated per diem will generate a tax section equivalent to the FMIS-4C on the new Travel Completion (when taxability is involved).

FMIS-4D is no longer necessary since all expenditures are listed. However, it is required when there is no receipt and the traveler is certifying the expense.
Reference Sites

eTravel Training Site:

http://www.hawaii.edu/etravel/training

eTravel Production Site:

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

Profiler Training Site:

http://www.hawaii.edu/profiler/training

Profiler Production Site:

http://www.hawaii.edu/profiler
Overview

- Very dynamic system (pull-down lists, lookup tables, rules based on BU’s)
- Form 4 broken up into sections (actions within sections and for the entire document)
  - Traveler Info
  - Itinerary
  - Expenses
  - Account Info
- Uses a separate system called Profiler and interfaces with Peoplesoft

Basics

Destinations (determines type of itinerary used)

- Intra-State, Same Day
- Intra-State, Overnight
- Out-of-State, U.S.
- Out-of-State, Foreign
- Mixed Destination (Intra-State, U.S., and/or Foreign)

Itinerary Type

- Same Day (no lodging)
- EZ (like 1040EZ, minimal data entry)
- Itemized (multi-leg, detailed legs, connecting flights)

Accounting Method

- Percentage Split Across Accounts
- Manual Accounting
- None, No Cost
**Exercise 1**

New travel request:

**General Information:**

- **Travel Date:** 12/11/06 – 12/11/06
- **Bargaining Unit:** 07
- **Destination:** Intra State, Same day
- **Itinerary Type:** Same day
- **Accounting Method:** Percentage split across accounts
- **Primary Category:** Research
- **Justification:** To collect data at the poultry farm in Hilo
- **Source of Funds:** MA 510356

**Itinerary**

- **Departure:** 12/11/06 Leave Honolulu, 8:58 am.
- **Arrival:** 12/11/06 Arrive Honolulu, 7:00 p.m.

**Other Costs:**

- Airfare (paid by personal credit card) 100.00
- Car rental (paid by personal credit card) 45.00
- Parking (paid by cash) 10.00

**Exercise 2**

Completion – Taxability for Exercise 1

**Actual Costs:**

- Airfare (paid by personal credit card) 100.00
- Car rental (paid by personal credit card) 45.00
- Parking (paid by cash) 10.00
**Exercise 3**

New travel request:

**General Information:**

- **Travel Dates:** 12/03/06 – 12/09/06
- **Bargaining Unit:** 08
- **Destination:** Out-of-State
- **Itinerary Type:** EZ (one leg)
- **Accounting Method:** Percentage split across accounts
- **Advance:** Yes (Per Diem and Airfare)
- **Primary Category:** Conference/Seminar
- **Justification:** Attend NACUBO Conference.
- **Coverage of Duties:** Steve Jones
- **Source of Funds:**
  - MA 214346 50%
  - MA 381106 50%

**Itinerary**

- **Departure:** 12/03/06 Leave Honolulu, 11:45 p.m.
- **Arrival:** 12/04/06 Arrive Los Angeles, 6:30 a.m.
- **Departure:** 12/09/06 Leave Los Angeles, 2:30 p.m.
- **Arrival:** 12/09/06 Arrive Honolulu, 6:30 p.m.

**Other Costs:**

- **Excess Lodging:** 185.00/night
- **Airfare (paid by personal credit card):** 900.00
- **Conference fee (paid by P.O. #P232249):** 350.00
- **Mileage:** 40 miles x 44.5 cents
- **Taxi (paid by cash):** 10.00

**Exercise 5**

Completion for Exercise 3 (Show JV)

**Actual Costs:** Excess Lodging $950.00 Total
Exercise 4 (Copy Exercise 3)

New Travel Request:

Revised General Information:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Dates:</td>
<td>12/03/06 – 12/14/06</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>07</td>
</tr>
<tr>
<td>Destination:</td>
<td>Mixed Destinations (Out-of-State)</td>
</tr>
<tr>
<td>Itinerary Type:</td>
<td>Itemized (multi-leg)</td>
</tr>
<tr>
<td>Accounting Method:</td>
<td>Percentage split across accounts</td>
</tr>
<tr>
<td>Advance:</td>
<td>Yes (Per Diem and Airfare)</td>
</tr>
<tr>
<td>Primary Category:</td>
<td>Conference/Seminar</td>
</tr>
<tr>
<td>Justification:</td>
<td>Attend NACUBO Conference (Los Angeles). Attend Kuali Training (Calgary). Two personal days on 12/12-12/13/06.</td>
</tr>
<tr>
<td>Coverage of Duties:</td>
<td>Steve Jones</td>
</tr>
<tr>
<td>Source of Funds:</td>
<td>MA 214346 50%</td>
</tr>
<tr>
<td></td>
<td>MA 381106 50%</td>
</tr>
</tbody>
</table>

Revised Itinerary

| Departure:   | 12/03/06 | Leave Honolulu, 11:45 p.m. |
| Arrival:     | 12/04/06 | Arrive Los Angeles, 6:30 a.m. |
| Departure:   | 12/09/06 | Leave Los Angeles, 10:00 a.m. |
| Stopover:    | 12/09/06 | Arrive Seattle Washington, 11:30 a.m. |
|             | 12/09/06 | Leave Seattle Washington, 1:00 p.m. |
| Arrival:     | 12/09/06 | Arrive Calgary, 3:30 p.m. |
| Departure:   | 12/14/06 | Leave Calgary, 10:00 a.m. |
| Arrival:     | 12/14/06 | Arrive Honolulu, 6:30 p.m. |

NOTE: Two personal days on 12/12-12/13/06.

Revised Other Costs:

| Excess Lodging (Los Angeles) | 185.00/night |
| Excess Lodging (Calgary)     | 220.00/night |
| Airfare (paid by personal credit card) | 1,300.00 |
| Conference fee (paid by P.O. #P232249) | 350.00 |
| Mileage                      | 40 miles x 44.5 cents |
| Taxi (paid by cash)          | 50.00 |

Exercise 6

Completion for Exercise 4

Actual Costs:

| Taxi (paid by cash) | 90.00 |
Profiler

For training you are using trvfo# as being part of the Business Office.

Who Can Login to eTravel

- You must have a UH username/password.
- You must have a General Profile in the new Profiler system.

Who can be a “Traveler”

- Currently, only those with an active record in Peoplesoft may be a Traveler in eTravel