1) Introduction
2) Non-Civil Service Travel Matrix
3) Civil Service Travel Matrix
4) General Information on Travel
5) Reference Sites
6) Overview
7) Exercises
8) Profiler
9) eTravel Homepage
## Travel Rates

### COLLECTIVE BARGAINING UNIT 07, 08, 87 (E/M), 88 (E/M), 57, 67, 68, 78, SCOPIS, RCUH, State Employees (Non-UH)

### Expense Rates

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>PRE BOARD LIMIT</th>
<th>ADVANCE ALLOWED</th>
<th>EXPENSE RATES</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>
</tr>
<tr>
<td>Same Day Travel</td>
<td>90 Minutes</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>N/A to E/M</td>
<td></td>
<td></td>
<td>$20 flat rate allowance, (Receipt is not required)</td>
<td>N/A to E/M</td>
<td></td>
</tr>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>OCONUS FAR</td>
<td>Reimbursement of Actual Lodging</td>
</tr>
<tr>
<td></td>
<td>No if travel ≤ 4 days</td>
<td></td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>OCONUS FAR (May be requested on an exception basis)</td>
<td>Receipts Required</td>
</tr>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island Travel</td>
<td>N/A</td>
<td>Yes</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>OCONUS FAR</td>
<td>Reimbursement of Actual Lodging</td>
</tr>
<tr>
<td>No Overnight</td>
<td>No if travel ≤ 4 days</td>
<td></td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>OCONUS FAR (May be requested on an exception basis)</td>
<td>Receipts Required</td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. &amp; Territories</td>
<td>3 hours</td>
<td>Yes</td>
<td>OCONUS &amp; OCONUS FAR or Flat Rate &lt; FAR</td>
<td>NTE OCONUS &amp; OCONUS FAR</td>
<td>Reimbursement of Actual Lodging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>OCONUS &amp; OCONUS FAR (May be requested on an exception basis)</td>
<td>Receipts Required</td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>OCONUS FAR</td>
<td>Reimbursement of Actual Lodging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
<td>OCONUS FAR (May be requested on an exception basis)</td>
<td>Receipts Required</td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.55 *</td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>4150 (non reportable)</td>
</tr>
<tr>
<td></td>
<td>Effective 01/01/09 – 12/31/09</td>
<td>$0.50</td>
<td>Effective 01/01/10 – 12/31/10</td>
<td>$0.51</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Taxable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NTE = Not to Exceed
FAR = Federal Allowable Rate
* For BU 08, 68 & 78: Effective 11/1/09 – 12/31/09

### All Bargaining Units

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

<table>
<thead>
<tr>
<th>Meal</th>
<th>Reduction in M&amp;E Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>20% of M&amp;E</td>
</tr>
<tr>
<td>Lunch</td>
<td>30% of M&amp;E</td>
</tr>
<tr>
<td>Dinner</td>
<td>50% of M&amp;E</td>
</tr>
</tbody>
</table>

**Effective 01/01/11**

**Revised as of 12/08/10**
## COLLECTIVE BARGAINING UNIT TRAVEL RATES

**Bargaining Units 01, 02, 03, 04, 09, 10, 63**

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>PRE BOARD LIMIT</th>
<th>ADVANCE ALLOWED</th>
<th>EXPENSE RATES</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>
</tr>
<tr>
<td>Same Day Travel</td>
<td>90 Minutes</td>
<td>No</td>
<td>N/A</td>
<td>$20.00 Flat</td>
<td>Per Diem is Taxable 4352 (taxable)</td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes</td>
<td>$90.00</td>
<td>$40.00</td>
<td>Reimbursement of Actual Lodging (With Receipts &amp; Prior Approval) None 4350 (non reportable)</td>
</tr>
<tr>
<td>Same Island Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Overnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intra State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over Night</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intra State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Island Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over Night</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. &amp; Territories</td>
<td>3 hours</td>
<td>Yes</td>
<td>$145.00</td>
<td>$60.00</td>
<td>Reimbursement of Actual Lodging (With Receipts &amp; Prior Approval) M&amp;IE may be taxable 4550 (non reportable) 4552 (taxable)</td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td>$145.00</td>
<td>$60.00</td>
<td>Reimbursement of Actual Lodging (With Receipts &amp; Prior Approval) M&amp;IE may be taxable 4580 (non reportable) 4582 (taxable)</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.585</td>
<td>Effective 07/01/08 – 12/31/08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.55</td>
<td>Effective 01/01/09 – 12/31/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.50</td>
<td>Effective 01/01/10 – 12/31/10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.51</td>
<td>Effective 01/01/11 – 12/31/11</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**All allowances are calculated on quarter days, unless indicated otherwise.**

### All Bargaining Units

If a reduction in 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>

**Federal Allowable Rate**

- **$0.585**
  - Effective 07/01/08 – 12/31/08
- **$0.55**
  - Effective 01/01/09 – 12/31/09
- **$0.50**
  - Effective 01/01/10 – 12/31/10
- **$0.51**
  - Effective 01/01/11 – 12/31/11

**Federal Allowable Rate**

- **$0.51**
  - Effective 01/01/11 – 12/31/11

**Not Taxable**

Effective 01/01/11

Revised as of 12/07/10
General Information on Travel

Policies:

All travel must be approved in advance. Travel requests and necessary approvals must be obtained prior to travel dates.

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:

1. Travel Requests where Traveler is not requesting an advance
   Travel requests must be approved with original signatures prior to the traveler’s departure date. Since no payment is being made, this document will be retained by the department and attached to the travel completion when final payment is made.

2. Travel Requests where Traveler is requesting an advance
   Submit an original and one (1) copy of Travel Requests with travel advances (containing original signatures), at least 10 working days prior to the departure date to the Disbursing Office. 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.

3. Travel Completions
   Submit travel completions (with original signatures) within 7 working days after the traveler’s return date. If a travel advance had not been issued, the original Travel Request must be attached to the Travel Completion. (Refer to APM A8.851, p. 33-36).

4. Multi Campus Funding
   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.

5. First payment to the Traveler
   The first payment, whether an Advance or Travel Completion reimbursement, must be supported by an approved Travel Request.
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 (calendar, 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 (One Leg)
- Itemized (Multi Leg)

Process Travel Via

- UH Disbursing Office
- UH Foundation
- No Cost Travel

No. of Account Codes

- ONE Account Code
- TWO or MORE Account Codes

Accounting Method

- By Percentage (default option for 1 account code)
- Fixed Amount
- Manual
**Exercise 1**

New travel request:

**General Information:**

- **Bargaining Unit:** 07
- **Travel Date:** 06/11/11 – 06/11/11
- **Destination:** Intra State, Same day
- **Itinerary Type:** Same Day (No Lodging)
- **Process Travel Via:** UH Disbursing
- **No. of Account Codes:** ONE Account Code
- **Accounting Method:** By Percentage
- **Primary Category:** Research
- **Justification:** To collect data at the poultry farm in Hilo
- **Source of Funds:** MA 510351

**Itinerary**

- **Departure:** 06/11/11 Leave Honolulu, Hawaii, 6:58 am.
- **To:** Hilo, Hawaii
- **Arrival:** 06/11/11 Arrive Honolulu, Hawaii, 7:00 p.m.

**Other Costs:**

- Airfare (paid by UH PCard) 100.00
- Car rental (paid by personal cc) 45.00
- Parking (paid by cash) 10.00

**Exercise 2**

Completion – Taxability for Exercise 1

**Actual Costs:**

- Airfare (paid by UH: PCard) 100.00
- Car rental (paid by personal cc) 45.00
- Parking (paid by cash) 10.00
**Exercise 3**

New travel request:

**General Information:**

- Bargaining Unit: 08
- Travel Dates: 06/03/11 – 06/09/11
- Destination: Out-of-State, U.S. (CONUS)
- Itinerary Type: EZ (one leg)
- Process Travel Via: UH Disbursing
- No. of Account Codes: TWO or MORE Account Codes
- Accounting Method: Fixed Amount
- Advance: Yes (Per Diem and Airfare)
- Primary Category: Conference/Seminar
- Justification: Attend NACUBO Conference.
- Coverage of Duties: Steve Jones
- Source of Funds: MA 214341 $1,000
  - MA 381101 Balance

**Itinerary**

- Departure: 06/03/11 Leave Honolulu, Hawaii, 11:45 p.m.
- Arrival: 06/04/11 Arrive Las Vegas, Nevada, 6:30 a.m.

- Departure: 06/09/11 Leave Las Vegas, Nevada, 2:30 p.m.
- Arrival: 06/09/11 Arrive Honolulu, Hawaii, 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 51 cents
- Taxi (paid by cash): 30.00

**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:

- Bargaining Unit: 07
- Travel Dates: 06/03/11 – 06/14/11
- Destination: Mixed Destinations
- Itinerary Type: Itemized (Multi Leg)
- Process Travel Via: UH Disbursing
- No. of Account Codes: TWO or MORE Account Codes
- Accounting Method: By Percentage
- Advance: Yes (Per Diem and Airfare)
- Primary Category: Conference/Seminar
- Justification: Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/11.
- Coverage of Duties: Steve Jones
- Source of Funds: MA 214341 50%
  MA 381101 50%

Revised Itinerary

- Departure: 06/03/11 Leave Honolulu, Hawaii, 11:45 p.m.
- Arrival: 06/04/11 Arrive Las Vegas, Nevada, 6:30 a.m.
- Departure: 06/09/11 Leave Las Vegas, Nevada, 10:00 a.m.
- Stopover: 06/09/11 Arrive Seattle, Washington, 11:30 a.m.
- 06/09/11 Leave Seattle, Washington, 1:00 p.m.
- Arrival: 06/09/11 Arrive Calgary, Canada, 3:30 p.m.
- Departure: 06/14/11 Leave Calgary, Canada, 10:00 a.m.
- Arrival: 06/14/11 Arrive Honolulu, Hawaii, 6:30 p.m.

NOTE: Two personal days on 06/12 - 06/13/11.

Revised Other Costs:

- Excess Lodging (Las Vegas) 185.00/night
- Excess Lodging (Calgary) 290.00/night
- Airfare (paid by personal credit card) 1,300.00
- Conference fee (paid by P.O. #P232249) 350.00
- Mileage 40 miles x 51 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