eTRAVEL TRAINING
AGENDA

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
<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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Per Diem</td>
<td>M&amp;IE</td>
<td>Lodging or Total Actual Costs &gt; FAR</td>
</tr>
<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>$20 flat rate allowance, (Receipt is not required)</td>
<td>None</td>
</tr>
<tr>
<td>N/A to E/M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A to E/M</td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>Reimbursement of Actual Lodging NTE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If travel &gt; 4 days</td>
<td></td>
<td>OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td>OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If travel ≤ 4 days</td>
<td></td>
<td>Receipts Required</td>
<td></td>
</tr>
<tr>
<td><strong>Intra State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging NTE</td>
</tr>
<tr>
<td>Same Island</td>
<td></td>
<td>Yes</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>If travel &gt; 4 days</td>
<td></td>
<td>OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td>No Overnight</td>
<td></td>
<td>No</td>
<td></td>
<td>OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If travel ≤ 4 days</td>
<td></td>
<td>Receipts Required</td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging NTE</td>
</tr>
<tr>
<td>U.S. &amp; Territories</td>
<td>3 hours</td>
<td>Yes</td>
<td>None</td>
<td>CONUS &amp; OCONUS FAR or Flat Rate &lt; FAR</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CONUS &amp; OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Qtr Day periods</td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging NTE</td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td>None</td>
<td>OCONUS FAR or Flat Rate &lt; FAR</td>
<td>Reimbursement of Actual Lodging &gt; FAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OCONUS FAR</td>
<td>Receipts Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Qtr Day periods</td>
<td></td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reimbursement of Actual Lodging NTE</td>
</tr>
<tr>
<td></td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>Federal Allowable Rate</td>
<td>$0.555</td>
</tr>
<tr>
<td></td>
<td>Effective 01/01/12 – 12/30/12</td>
<td>Effective 01/01/13 – 12/31/13</td>
<td>Effective 01/01/14 – 12/31/14</td>
<td>Non Exceedable</td>
<td>4150 (non reportable)</td>
</tr>
</tbody>
</table>

NTE = Not to Exceed  
FAR = Federal Allowable Rate

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

Effective 01/01/14  
Revised as of 01/01/14
## 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>Intra State</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>N/A</td>
</tr>
<tr>
<td>Overnight</td>
<td>90 Minutes</td>
<td>Yes If travel &gt; 4 days</td>
<td>$90.00</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Same Island Travel</td>
<td>N/A</td>
<td>Yes If travel &gt; 4 days</td>
<td>$90.00</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over Night</td>
<td>N/A</td>
<td>No If travel ≤ 4 days</td>
<td>$90.00</td>
<td>$40.00</td>
<td>$50.00</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>$85.00</td>
</tr>
<tr>
<td>Foreign</td>
<td>3 hours</td>
<td>Yes</td>
<td>$145.00</td>
<td>$60.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Allowable Rate</td>
<td>$0.555</td>
<td>$0.565</td>
<td>$0.56</td>
<td>4150 (non reportable)</td>
<td></td>
</tr>
</tbody>
</table>

### Mileage
- Federal Allowable Rate
  - Effective 01/01/12 – 12/30/12
  - Effective 01/01/13 – 12/31/13

### Not Taxable
- All allowances are calculated on quarter days, unless indicated otherwise.
- 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:
  - Breakfast: 20% of M&E
  - Lunch: 30% of M&E
  - Dinner: 50% of M&E

Effective 01/01/14

Revised as of 01/01/14
General Information on Travel

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

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

3. **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.

4. **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. **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.

5. **Travel Completions**
   Submit travel completions (with original signatures) within 21 calendar 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.

6. **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**.

7. **Quarter Day Computation Table**

<table>
<thead>
<tr>
<th>If Time of Departure/Return</th>
<th>Allowed on Day of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Departure</td>
</tr>
<tr>
<td>12:01 a.m. – 6:00 a.m.</td>
<td>1 Day</td>
</tr>
<tr>
<td>6:01 a.m. – Noon</td>
<td>¾ Day</td>
</tr>
<tr>
<td>12:01 p.m. – 6:00 p.m.</td>
<td>½ Day</td>
</tr>
<tr>
<td>6:01 p.m. – Midnight</td>
<td>¼ Day</td>
</tr>
</tbody>
</table>
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: 06/11/15 – 06/11/15
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 2263212

Itinerary

Departure: 06/11/15 Leave Honolulu, Hawaii, 6:58 am.
To: Hilo, Hawaii
Arrival: 06/11/15 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: 06/03/15 – 06/09/15
- 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 (Lodging, M&IE, Airfare)
- Primary Category: Conference/Seminar
- Justification: Attend NACUBO Conference.
- Coverage of Duties: Steve Jones
- Source of Funds: MA 2263212 $1,000
  SW 2269912 Balance

Itinerary

- Departure: 06/03/15 Leave Honolulu, Hawaii, 11:45 p.m.
- Arrival: 06/04/15 Arrive Las Vegas, Nevada, 6:30 a.m.
- Departure: 06/09/15 Leave Las Vegas, Nevada, 2:30 p.m.
- Arrival: 06/09/15 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 $0.56 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:** 06/03/15 – 06/14/15
- **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 (Lodging, M&IE, Airfare)
- **Primary Category:** Conference/Seminar
- **Justification:** Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/15.
- **Coverage of Duties:** Steve Jones
- **Source of Funds:** MA 2263212 50%
  SW 2269912 50%

**Revised Itinerary**

- **Departure:** 06/03/15 Leave Honolulu, Hawaii, 11:45 p.m.
- **Arrival:** 06/04/15 Arrive Las Vegas, Nevada, 6:30 a.m.
- **Departure:** 06/09/15 Leave Las Vegas, Nevada, 10:00 a.m.
- **Stopover:** 06/09/15 Arrive Seattle, Washington, 11:30 a.m.
  06/09/15 Leave Seattle, Washington, 1:00 p.m.
- **Arrival:** 06/09/15 Arrive Calgary, Canada, 3:30 p.m.
- **Departure:** 06/14/15 Leave Calgary, Canada, 10:00 a.m.
- **Arrival:** 06/14/15 Arrive Honolulu, Hawaii, 6:30 p.m.

**NOTE:** Two personal days on 06/12 - 06/13/15.

**Revised Other Costs:**

- Excess Lodging (Las Vegas) 185.00/night
- Excess Lodging (Calgary) 390.00/night
- Airfare (paid by personal credit card) 1,300.00
- Conference fee (paid by P.O. #P232249) 350.00
- Mileage 40 miles x $0.56 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.