

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
EMPLOYEE TRAVEL FORM (FMIS-4)
REQUEST/ADVANCE

PURPOSE: To approve travel requests and process travel advance payments.
Note: The travel request portion of the form shall be completed for reimbursements (no advance issued) as well.

DATA ITEM	COMPLETION INSTRUCTIONS
	All applicable fields must be completed. Refer to APM A8.851 for detailed policies and procedures. If using PDF form, certain fields automatically calculate; these fields are noted by an "*" under the DATA ITEM column.
CAMPUS	Enter campus code.
DATE	Enter date form prepared.
ADVANCE/COMPLETION/ REVISION	Check "ADVANCE" for travel cash advance. If this is strictly a request to travel, and no cash advance is requested, do not fill. Check "REVISION" for subsequent changes to Advance Request.
INTRA-STATE/US & TERRITORIES/FOREIGN	Check appropriate destination. Multiple destinations may be checked.
SOCIAL SECURITY NO.	Self Explanatory
LAST NAME, FIRST NAME, MIDDLE INITIAL	Self Explanatory
DOCUMENT NO.	Enter 6-digit document number after "T". First 3 digits, 3-digit Fiscal Officer code. Last 3 digits are the sequential control number assignment.
PR NO.	Enter payroll no. from personnel records.
B.U. NO.	Enter bargaining unit no. from personnel records.
TYPE	Enter E (for employee), NE (for non-employee), RCUH , Other (for Other State Agencies).
TRAVELER'S TITLE	Enter traveler's position/title.
DEPARTMENT	Enter name of initiating department. Note: Checks will be sent to the Traveler's department as indicated in OHR personnel files.
VENDOR CODE	Disbursing to assign 10-digit vendor code.
ITINERARY	Enter locations (City/State, City/Country) to be visited (e.g., Honolulu, HI - San Francisco, CA - Portland, OR - Tokyo, Japan - Honolulu, HI).

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SOURCE OF FUNDS/
PURPOSE & JUSTIFICATION
FOR TRAVEL

Enter all sources of funding for travel costs with contract/grant number, account codes and amounts. Enter purpose & justification. Total should equal total Estimated Travel Costs (TRAVEL REQUEST).

Enter basic information for justification of travel and details of unusual or complex situations to support travel request.

PROPOSED DEPART DATE

Enter proposed date of flight departure. Do not consider intra-state 30-minute rule or out-of-state 24 hour rule to adjust scheduled flight departure date.

PROPOSED RETURN DATE

Enter proposed date of return flight.

PER DIEM -
ESTIMATED EXPENDITURES

Enter per diem days (to the nearest quarter day) and per diem rate. Tab to Amount field and system will automatically calculate the total per diem amount.

OR

Tab past the days and rate columns and enter a flat rate amount.

PER DIEM -
ADVANCE

Enter amount of Per Diem to be advanced. Amount of advance shall not exceed the estimated per diem amount.

M&IE -
ESTIMATED EXPENDITURES

Enter the travel days for claiming meals and incidental expense allowance to the nearest quarter day and the applicable rate. Tab to Amount field and system will automatically calculate the total M&IE amount.

OR

Tab past the days and rate columns and enter a flat rate amount.

M&IE -
ADVANCE

Enter amount of M&IE to be advanced. Amount of advance shall not exceed the estimated M&IE amount.

LESS MEALS -
ESTIMATED EXPENDITURE

Deduct optional meals covered in other fees using the values of 20% M&IE for breakfast, 30% M&IE for Lunch and 50% M&IE for Dinner.

LESS MEALS -
ADVANCE

Enter optional meals to reduce advance where applicable.

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LODGING - ESTIMATED EXPENDITURES Enter purchase order or P-card if applicable. Enter lodging days (whole days only) and the applicable rate. Tab to Amount field and system will automatically calculate the total lodging amount.

OR

Tab past the days and rate columns and enter the total lodging amount.

This field shall be used where lodging is handled separately from per diem, e.g., excess lodging.

LODGING - ADVANCE Enter amount of lodging to be advanced. Amount of advance cannot include expenditures covered by purchase orders/P-cards and shall not exceed the estimated amount.

AIRFARE - ESTIMATED EXPENDITURES In the PO No. column for airfare enter:
- Purchase Order number,
- P-card
- Reimbursed
- Coupon (if intra-state airfare coupon is used)
Tab to Amount field and enter estimated airfare.

AIRFARE - ADVANCE NOT ALLOWED, cannot enter.

TAXI/CAR - ESTIMATED EXPENDITURES Enter purchase order or P-card if applicable. Tab to Amount field and enter the estimated cost of both the taxi and car rental.

TAXI/CAR - ADVANCE Enter amount of taxi/car expense to be advanced. If the car rental is handled on a purchase order, enter only the amount of the taxi fares. Amount of advance cannot include expenditures covered by purchase orders/P-cards and shall not exceed the estimated amount.

MILEAGE - ESTIMATED EXPENDITURES Enter number of miles and rate. Tab to Amount field and system will automatically calculate the total mileage amount.

OR

Tab past the miles and rate columns and enter a flat rate amount.

MILEAGE - ADVANCE Enter amount of mileage expense to be advanced. Amount of advance shall not exceed the estimated mileage amount.

REGISTRATION FEE - ESTIMATED EXPENDITURES Enter purchase order or P-card if applicable. Tab to Amount field and enter estimated registration fee. Attach conference brochure or other supporting documentation.

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REGISTRATION FEE - ADVANCE	Enter amount of registration fee to be advanced. If the registration is handled on a purchase order/P-card, tab forward. Amount of advance cannot include expenditures covered by purchase orders/P-cards and shall not exceed the estimated amount.
OTHER - ESTIMATED EXPENDITURES	Tab to Amount field and enter total estimated cost for all other allowable costs. Attach a separate itemized listing if additional space is required.
OTHER - ADVANCE	Enter amount of other expenditures to be advanced. Amount of advance shall not exceed the estimated amount.
TOTAL* - ESTIMATED EXPENDITURES	Total will be automatically calculated, inclusive of P.O. costs.
TOTAL* - ADVANCE	Total will be automatically calculated, exclude PO/P-card costs.
ADVANCE - ACCOUNT CODE	Enter appropriate 6-digit account code(s) for travel advance.
ADVANCE - SUBCODE	Enter appropriate 4-digit advance subcode 4301 (intra state) and/or 4501 (out of state).
ADVANCE - "N" (Direct Payment)	Enter N for all Advance payments.
ADVANCE - DEBIT AMOUNT	Enter amount to be charged to corresponding account/subcode.
ADVANCE - TOTAL*	Total of all the debit amounts will be automatically calculated. Must equal the Advance Amount Total above.
APPROVALS - REQUEST/ADVANCE:	Signatures, codes(FO only), and dates are required of Traveler, Supervisor/Approving Authority, Fiscal Officer, Dean/ Director/ Chancellor/ VP/ President.