
PURPOSE: To process reimbursements to the traveler upon completion of the trip and to reconcile actual expenditures with advance payment.
Note: Traveler's claiming only reimbursement (no advance received) shall follow both the REQUEST/ADVANCE and REIMBURSEMENT/COMPLETION instructions (with the exception of filling the two ADVANCE columns).

DATA ITEM REIMBURSEMENT/COMPLETION INSTRUCTIONS

Save Employee Travel Form file and complete actual travel fields or make copy of original Employee Travel Form and complete actual travel information. All 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.

ADVANCE/COMPLETION/
REVISION Check "COMPLETION".
Check "REVISION" for changes to original Request.

ACTUAL DEPART DATE & TIME Enter date and time of departure. Do not consider intra-state 30-minute rule or out-of-state 24 hour rule to adjust departure date and time. Indicate whether time is "a.m." or "p.m."

ACTUAL RETURN DATE & TIME Enter date and time of return. Indicate whether time is "a.m." or "p.m.". Attach original ticket stub or itinerary.

PER DIEM -
ACTUAL EXPENDITURES Enter actual 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 actual flat rate amount.

MI&E -
ACTUAL 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 actual flat rate amount.

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
EMPLOYEE TRAVEL FORM (FMIS-4)
REIMBURSEMENT/COMPLETION

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

LODGING - Enter actual lodging days (whole days only) and
ACTUAL EXPENDITURES 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.

Do not enter (exclude) lodging processed through
Purchase Orders or P Cards.

AIRFARE - Enter total cost of airfare, only if traveler paid
ACTUAL EXPENDITURES out-of-pocket.

Do not enter (exclude) airfare purchased through
Purchase Orders or P Cards.

TAXI/CAR - Enter total cost of Taxi/Car rental.
ACTUAL EXPENDITURES

Do not enter (exclude) car rental purchased
through Purchase Orders or P Cards.

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

OR

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

Attach FMIS-33 Personal Automobile Mileage Voucher
with the details.

REGISTRATION FEE - Enter total registration fee.
ACTUAL EXPENDITURES

Do not enter (exclude) registration fees processed
through Purchase Orders or P Cards.

Attach conference brochure or other supporting
documentation.

OTHER - Tab to Amount field and enter total cost of all
ACTUAL EXPENDITURES other allowable travel expenses. Attach FMIS-4D,
Receipt Summary Worksheet if multiple expenses are
involved.

JV TO REVERSE ADVANCE &
RECLASSIFY ACTUAL EXPENSE

ACCOUNT CODE
SUBCODE
CREDIT AMT
DEBIT AMT

Use this section to reverse the travel advance by entering the same account codes and subcodes as the advance, and entering the amounts to the Credit Amt column. This will negate the original advance transaction.

Enter appropriate 6-digit account codes, subcodes to record the actual travel expenses. Enter amounts in the Debit Amt column to record actual expenditures.

(See List of Travel Subcodes, Attachment 8 and use calculations from FMIS-4C, Per Diem/M&IE/Lodging Tax Calculation Worksheet.)

JV TO REVERSE ADVANCE &
RECLASSIFY ACTUAL EXPENSE
TOTAL*

System will automatically calculate the Total Credit and Debit Amounts. *Total Credit Amount must always = Total Debit Amount.*

1) Actual Expenditures = Advance, 0.00 total.
TOTAL equals the "ADVANCE TOTAL" above.

2) Actual Expenditures > Advance, + total.
TOTAL equals the "ADVANCE TOTAL" above.

3) Actual Expenditures < Advance, - total.
TOTAL equals the "ACTUAL EXPENDITURES TOTAL" above.

CLAIM DUE TRAVELER

ACCOUNT CODE
SUBCODE
PFN
DEBIT AMT

Fill only if condition 2 exists:

2) Actual Expenditures > Advance, + total.

Enter the appropriate account codes and subcodes.

Enter "N" for direct payments. If a miscellaneous encumbrance has been issued, enter a "P" for partial payment or "F" for final payment (any remaining encumbrance will be deleted).

Enter applicable amount for each account code/subcode.

CLAIM DUE TRAVELER
TOTAL*

System will automatically calculate the Total Debit Amount. This total equals the "DUE TRAVELER" TOTAL.

APPROVALS -
REIMBURSEMENTS/
COMPLETION:

Signatures, codes (FO only), and dates are required of Traveler, Approving Authority, Fiscal Office, and Dean/Director/Chancellor/VP/President