These instructions are for no-cost travel and travel funded by tuition or summer session funds processed by Elaine. Please contact Marti for travel funding by other sources.

A Travel Request form for nine-month appointments should be submitted for any off-island travel during the duty period and during the summer if your travel is business related. Personal travel during the weekend (Friday evening to Sunday evening) is not required. If you will be traveling for personal reasons during the Thanksgiving, winter and spring break leaving after your duties are completed and which does not require you to be on campus, you do not have to complete the eTravel Form. Instead, complete and submit the College’s Travel Report. Travel Requests (TR) should be completed 2-3 weeks before departure for no-cost travel. If you have applied for funding but have not received confirmation on funding, please process your travel request as a no-cost travel. If you receive funding, you can enter this information on your Travel Completion Form. TRs need to be approved by the Dean before your departure. If UH is paying for your travel, please complete the TR form 4-5 weeks before departure.

Effective April 1, 2015, eTravel will be processed electronically. The traveler will complete the eTravel form online and email the supporting documents to Elaine who will check and attach the documents to the TR. After Elaine submits the form, you will receive an email to approve the TR. Please do so ASAP so it can then be sent to the Chair for approval.

Create Your Profile (for first-time users) at http://www.hawaii.edu/profiler

- Click on Login Now and login
- Under My Profiles, select My Position Profile and enter your contact information and click update.
- Click on the My App Info tab. For Default Fiscal Group, select Social Sciences, College of (00076) and update.
- Click on the My Preparers tab. Next to Add a Preparer Section for, select eTravel and Add. A table will appear to add additional preparers. Enter my username (elainen) and Marti’s (kerton) as a backup so we can access, check and process your travel forms. Click on Update.
- Logout.

Creating New Travel Request

- Go to the eTravel website at http://www.hawaii.edu/etravel and login. Save the form every so often as it may time out after a period of inactivity.
- Click on New Travel Request.
- Select traveler if there is a list of travelers.
- Enter travel dates.
- Select EZ (one leg) for direct flights only. If you have stopovers, select Itemized (Multi Leg) and include all stopovers in the Proposed Itinerary section.
- Select how your travel will be processed. If selecting UH Disbursing Office, indicate the number of accounts codes your travel will be charged to.
- If you have applied for funding but have not received confirmation of the award before you submit your Travel Request form, you would process the request as a no-cost travel. Upon receipt of the award, you can process the funding information on your Travel Completion Report.
- Travel Advance: the Request Form must be received in Disbursing at least 10 days prior to departure. Allow two additional weeks for our department and the Dean’s Office to process.

Go to next page to complete the Travel Request Form. The basic information will populate from your profile. You can click on “?”/help” on the right side of each section for additional help.

- Make a selection for the Primary Category.
- Justification: if you are traveling to a conference/seminar/lecture indicate the name, dates and location of event. If you going to meet with people regarding your research, submit emails showing arrangements which includes that date of meeting. If arrangements were made by phone, indicate ‘no supporting document; arrangements made by phone.”
Coverage of Duties: indicate in detail how your duties will be covered. e.g. For my 151 class, (name) will guest lecture on Feb. 8 and (name) will show a video on Feb. 10. If you are also taking personal days off, indicate the dates of personal leave and the statement “Personal days will be made up during the non-duty period.”

Source of funds. Enter personal or Non-university if UH is not paying for any part of your travel. If we are paying for your travel, enter the department, source of funds, account number and amount of award, e.g. Department of Anthropology, Summer Session Funds, Acct. 1234567, Maximum Award $1000.00

Proposed Itinerary - Itemized
- Enter time of departure and arrival. Enter ‘at arpt’ info only if you will be claiming per diem for this time otherwise leave it blank.
- Enter destination traveling to (city, state, country). Indicate the city in the first box and the state or country in the second box. Include all stopovers.

Estimated Expenditures & Advance Section for UH funded travel.
- If requesting a travel advance, in the Estimated Expenditures & Advance section, under Advance, enter the amount to be advanced.
- Enter the cost of airfare, conference fee and car rental if you are claiming these expenses.
- If you need to list more items, select item from the ‘please select’ pull down menu and click on add expenditure. Select the type of expenditure.
- List expenditures, method of payment and estimated amount.
- Click on calculate.

Account Information for UH funded travel.
- Enter the account code and the percentage to be paid by that account.

Attachments:
- Email your supporting documents to Elaine.

Supporting Documents for Travel Requests: No-cost
- Travel itinerary.
- If you are attending a conference email a copy of the flyer or web page showing the name of the conference, location and dates. You can also send a link for me to print.
- If you have arranged meetings with colleagues, been invited a talk or give a seminar, etc., attach an email or official letter showing the date and location of the meeting, talk, etc.
- If you have no supporting documents because arrangements were made by phone and cannot obtain written documentation, please indicate this on the Travel Request form.

Supporting Documents for Travel Requests: UH funded
- Travel itinerary.
- Flyer or web page showing the name of the conference, location and dates.
- Copy of your lodging showing the cost per day, including tax. If you would like to request excess lodging (approval required before submitting travel request), submit two additional quotes to show that the excess lodging rate is reasonable.
- Registration form showing conference fee. Please print a copy of the registration form before registration closes in case you can claim reimbursement after your return. Usually the form is not available after registration closes. An email with the registration info will not be accepted.

Click on SAVE. DO NOT CLICK ON SUBMIT
- Send me an email with your supporting documents attached after you have saved the travel form.
- After Elaine submits your request, you will receive an email to approve your travel form.
Travel Completion Report (TCR)
For no-cost travel, Elaine will automatically process a Travel Completion Report (TCR). If you know of any changes to your flight departure, please let me know ASAP so those changes can be included before the TCR is submitted. You will receive an email to approve your travel form, after Elaine submits it.

For travel funded by our Summer Session account, submit original receipts and boarding passes within a few days upon your return to Elaine who will process your TCR. See Marti for information on processing TCR she handles. If receipts are noted in foreign currency, you will need to attach the conversion from a website, like Oanda, for each receipt. Input the amount, date of receipt, the from and to section and convert. Print the conversion and attach a copy to each receipt. If you have more than one receipt for the same amount on the same day, one conversion is sufficient.

Receipts. Paste smaller receipts on an 8.5" x 11" paper. If using tape, tape over blank areas only. Do not tape over printed areas.

Supporting Documents for funded Travel Completion (need original documents)
- Airline ticket receipt
- Boarding passes
- Proof of payment for airfare if requesting reimbursement
- Itemized hotel bill (to check if there were non-allowable charges such as room service, etc.)
- Receipts for ground transportation. For taxi and shuttle receipts, indicate your destinations, e.g. airport to hotel.
- Receipt for conference fee
- Receipt for other allowable business expenses

After Elaine submits the Travel Request or Travel Completion form, you will receive an email to approve it. Please do so ASAP so it can be forwarded to the Chair for approval.

Checking the Status of Travel Requests
- After you create a travel request, make a copy of the form or note the Travel Document Number which begins with ‘T’. No-cost travel requests will not be listed on eTravel once it has been approved so you will need the document number to search for it.
- If your travel document isn’t listed, enter the document number in the search box which will pull up your travel document.
- Next to “Status” on the right side, third line, you will see the status. If it indicates ‘final’, your travel has been approved. If it indicates ‘routing’, you can click on the ‘view route log’ to see who has approved the form. For no-cost travel, only the Chair’s approval is needed but the TR form is sent to the Dean’s Office for review.
- Approved copies of your travel documents will no longer be distributed. You can print copies from eTravel if needed.

Feel free to contact me, 956-8415 or elainen@hawaii.edu if you have any questions.