# EXAMPLE 1 SAME DAY TRAVEL: REQUEST

# General Information

Bargaining Unit: Travel Date: Destination: Itinerary Type: Business Office: Process Travel Via:	07 06/11/21 – 06/11/21 Intra State, Same day Same Day (No Lodging) 00066 Info Tech Services
No. of Account Codes: Accounting Method:	UH Disbursing ONE Account Code By Percentage
Primary Category: Justification: Source of Funds:	Research To collect data at the poultry farm in Hilo MA 2263212

## **Itinerary**

Departure:	06/11/21	Leave Honolulu, Hawaii, 6:58 am
То:	Hilo, Hawaii	
Arrival:	06/11/21	Arrive Honolulu, Hawaii, 7:00 pm

# Other Costs

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

⟨⊐ main menu | logoutc⟩
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		STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP
TRAVELER INFO		
Traveler :	Staff, Test	<ul> <li>Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department.</li> <li>Currently the system only accommodates UH employees in Peoplesoft.</li> </ul>
Position :	0012345 - IT Specialist	Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	07 - Faculty and Lecturer	<ul> <li>Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is no current.</li> <li>Determines travel reimbursement rules and rates.</li> </ul>
TRIP INFO		
Travel Dates :	From : 06/11/2021	<ul> <li>Determines Per Diem rates in effect, i.e. which bargaining unit contract applies.</li> <li>If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.</li> </ul>
Destination : (where <b>costs incurred</b> )		<ul> <li>Destinations determine travel expense object codes, i.e. there's a different set of object code for Intra-State travel, U.S. travel, and Foreign travel. Therefore, select "Mixed Destination" only when travel costs are incurred at two or more different destinations, i.e. combination of Intra-State, U.S., Foreign.</li> </ul>
Itinerary Type :	Same Day (No Lodging)	<ul> <li>Determines number of destination legs in the itinerary.</li> <li>The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.</li> </ul>
PAYMENT & FUNDING	INFO	
Business Office :	00066 - Info Tech Services	<ul> <li>Defaults to the Business Office on the Traveler's Profile (in the Profiler application).</li> <li>Represents the Business Office responsible for funding and approving this travel.</li> </ul>
Process Travel Via :	UH Disbursing Office	<ul> <li>"UH Disbursing Office" processes majority of travel payments - select this for split-funding with the Foundation also.</li> <li>Select "UH Foundation" only if the <u>entire cost of the trip is being paid for by the Foundation</u>. These documents will stop at the Fiscal Office - you must print the document and forward it to UH Foundation to process payment.</li> <li>For "No Cost Travel", the document stays within the department.</li> </ul>
No. of Account Codes :	ONE Account Code	<ul> <li>Total number of account codes to cover travel expenses. This field drives the Accounting Method field.</li> <li>No. of account codes is irrelevant for travel funded by the UH Foundation.</li> </ul>
		<ul> <li>"By Percentage" means you assign a percentage to each account and the system will do a the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%.</li> <li>"Fixed Amount" means you assign a total dollar amount to each account and the system we do only the account for you.</li> </ul>
Accounting Method :	By Percentage	<ul> <li>do all the accounting for you.</li> <li>"Manual" means you must assign specific amounts (and subcodes at time of Completion) across multiple account codes. Manual is the most complicated method, especially if JVs are involved. Select Manual only if account codes have dollar limits, or you must use certain accounts to pay for specific expenses.</li> <li>Accounting Method is irrelevant for travel funded by the UH Foundation.</li> </ul>
Claim Travel Advance :	No	Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
Claim Travel Auvance :	Next >>	- Auvances for Same Day and intra-State trips less than 4 days are typically not allowed.

main menu | logoutc

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TRAINING SITE

Welcome Staff Teststaff (teststaf) | Resume as tracieay

The record was successfully updated.

# << TO SEARCH

<<	RETU	RN TO	STEP 1	
<b>T</b> 0		DEOL	IFOT	

TRAVEL REQUEST STEP 2 : COMPLETE								
TRAVELER	: STAFF, TEST ( <u>VIEW PROFILE</u> )	DOCUMENT NO.	T699544 REVISION:					
UHNUMBER	: <b>11668132</b> BARGAINING UNIT : <b>07</b>	DOCUMENT TYPE :	REQUEST					
	: EFT : D PAYROLL NO. : 0	STATUS :	IN PROCESS					
POSITION	: 0012345 - IT Specialist	PROCESS VIA :	UH Disbursing Office					
DIVISION	: AA	DESTINATION :	IntraState, Same Day					
BRANCH / DEPT.	: 105	ACCOUNTING METHOD :	By Percentage					
BUS. OFC. ACCESS	: 00066 - Info Tech Services	CREATED :	: 05-25-2021 by Staff Teststaff					
DOCUMENT FO CODE	: 00066	LAST MOD (FIELD) :	05-25-2021 by Staff Teststaff					
PRIMARY CATEGORY	: Research	LAST MOD (DISB)						
JUSTIFICATION	:							
2957 more chars	To collect data at the poultry farm in Hilo							
COVERAGE OF DUTIES	:							
1000 more chars								
SOURCE OF FUNDS	: D Funded by the OVCR Faculty Research Travel Fund MA 2263212							

## **PROPOSED BUSINESS ITINERARY - SAME DAY**

DESTINATION (City, State or Country)		DATE and TIM	ΛE	LEG ID#	CALC. DAYS	PERS. DAYS	BUS. DAYS		B.U. RATE	EST'D RATE	DAYS CLAIM	COST
Honolulu , HI	AT ARPT DEP	06/11/2021 6:58	АМ 🗰	Start								
List destination(s) traveling to:				1	0.75		0.75	M&IE	20.00	20.00	1.00	20.00
Hilo, HI				•	0.75		0.75	P/D				
Honolulu , HI	ARR	06/11/2021 7:00	PM 🎹	End								
Calculate								M&IE			1.00	20.00
			CALCULATE	D TOTALS :	0.75	0.00	0.75	P/D			0.00	0.00
								TOTAL			\$	20.00

## ESTIMATED EXPENDITURES

ITEM	LEG ID#	PAYMENT METHOD	DETAIL	DAYS o MILES	r <sub>x</sub>	RATE	AMOUNT	DEL
P/D: Itinerary Total							20.00	Ŵ
TRANS: Airfare		UH: PCard	Airfare confirmation ABCDE				100.00	前
TRANS: Car Rental		TRVLR: PersonalCC	Confirmation 123456				45.00	前
TRANS: Parking		TRVLR: Cash/Check	Airport				10.00	Ŵ
Calculate Please select Add E		Expenditure				TOTAL	\$ 175.00	
				-	PAID \	/ENDOR(S)	\$ 100.00	
					=	BALANCE	\$ 75.00	

## ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:			Airfare		Browse No file selected.	Add
	05/25/2021 04:45:39 PM	Staff Teststaff	Airfare	Airfare confirmation ABCDE	Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	Ê

ACCOUNT INFORMATION - BY PERCENTAGE OPTION							
CAMPUS	ACCOUNT NO.	SUB ACCOUNT	IO. % SPLIT	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT
UH - Manoa	2263212		100 %	TELEPHONE - OPERATING ACCOUNT	YOSHIMI, GARRET	066	75.00
UH - System			%				
UH - System			%				
UH - System			%				
UH - System			%				
Calculate Clear	Accounts					TOTAL	\$ 75.00
Calculate Clear Accounts COMMENTS 2000 more chars							
TRANSACTION LOG (show/hide)							

Save Submit Delete Email Print Print UHF Form Сору

# EXAMPLE 2 COMPLETION 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

⟨⊐ main menu | logout ⊂⟩



CREATE NEW TRAVEL	COMPLETION	STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2
	TRAVEL REQUEST DATA	TRAVEL COMPLETION
Traveler :	STAFF, TEST	STAFF, TEST
Position :	0012345 - IT Specialist	0012345 - IT Specialist
Travel Dates :	From: 06-11-2021 To: 06-11-2021	From:     06/11/2021       To:     06/11/2021
Bargaining Unit :	07	07
Destination :	IntraState, Same Day	IntraState, Same Day
Itinerary Type :	Same Day (No Lodging)	Same Day (No Lodging)
Business Office Access :	00066 - Info Tech Services	00066 - Info Tech Services
Process Travel Via :	UH Disbursing Office	UH Disbursing Office
No. of Account Codes :	ONE Account Code	ONE Account Code
Accounting Method :	By Percentage	By Percentage
		Next >>

main menu | logoutc)



TRAINING SITE

Welcome Staff Teststaff (teststaf) | Resume as tracieay

The record was successfully added.

## << TO SEARCH

## << RETURN TO STEP 1

TRAVEL COMPLETION						STEP 2 : COMPLETE FORM	нар
TRAVELER	:	STAFF, TEST (VIEW PROFILE	)	DOCUMENT NO.	:	T699544 REVISION:	
UH NUMBER	:	11668132	BARGAINING UNIT : 07	DOCUMENT TYPE	:	COMPLETION	
	:	EFT : 🗖	PAYROLL NO.: 0	STATUS	:	IN PROCESS	
POSITION	:	0012345 - IT Specialist		PROCESS VIA	:	UH Disbursing Office	
DIVISION	:	AA		DESTINATION	:	IntraState, Same Day	
BRANCH / DEPT.	:	105		ACCOUNTING METHOD	:	By Percentage	
BUS. OFC. ACCESS	:	00066 - Info Tech Services		CREATED	:	05-25-2021 by Staff Teststaff	
DOCUMENT FO CODE	:	00066		LAST MOD (FIELD)	:		
PRIMARY CATEGORY	:	Research		LAST MOD (DISB)	:		
JUSTIFICATION	:	Presenting a paper / condu	cting a presentation				
2957 more chars		To collect data at the poultry far	m in Hilo				
COVERAGE OF DUTIES	:						
1000 more chars							
SOURCE OF FUNDS	:	Funded by the OVCR Facu	Ity Research Travel Fund				
		MA 2263212					
LATE COMPLETION JUSTIFICATION	:						
1000 more chars							

## ACTUAL BUSINESS ITINERARY - SAME DAY (show/hide)

DESTINATION (City, State or Country)		DAT	DATE and TIME			CALC. DAYS	PERS. DAYS	BUS. DAYS		IRS RATE	B.U. RATE	ACTUAL RATE	DAYS CLAIM	COST
Honolulu , HI	AT ARPT DEP	06/11/2021	6:58	AM	Strt									
List destination(s) traveling to Hilo, HI	D:				1	0.75		0.75	M&IE P/D	0.00	20.00	20.00	1.00	20.00
Honolulu , HI	ARR	06/11/2021	7:00	РМ 🕮	End									
Calculate				CALCULATED	TOTALS :	0.75	0.00	0.75	M&IE P/D TOTAL				1.00 0.00 \$	20.00 0.00 <b>20.00</b>

TAX CALCULATIONS	(show/hide)

INTRA-STATE	TOTAL PER DIEM / M&IE / LODGING	NON-REPORTABLE (NON-TAXABLE)	REPORTABLE	TAXABLE
LEG ID# 1 - Hilo, HI	20.00	0.00	0.00	20.00
TOTALS :	\$ 20.00	\$ 0.00	\$ 0.00	\$ 20.00
	OBJECT CODE :	4350	4351	4352

ESTIMATED EXPENDITURES FROM TH	IEW TRAVEL REQUEST						
ITEM	LEG ID PAYMENT METHOD DETAIL				x	RATE	AMOUNT
P/D: Itinerary Total							20.00
TRANS: Airfare		Pcard	Airfare confirmation ABCDE				100.00
TRANS: Car Rental		PersCC	Confirmation 123456				45.00
TRANS: Parking		Cash/Check	Airport				10.00
						TOTAL	\$ 175.00
				- PAI	ID V	ENDOR(S)	\$ 100.00
					= E	BALANCE	\$ 75.00

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## ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
1	2021-05-25 16:45:39.0	Staff Teststaff	Airfare	Airfare confirmation ABCDE	Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	

## ACTUAL EXPENDITURES

ACTUAL EXPENDITURES									<b>₽</b> ₽
Ітем	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total								\$ 20.00	Ŵ
TRANS: Airfare		4250	UH: PCard	Airfare confirmation ABCDE				100.00	ŵ
TRANS: Car Rental		4250	TRVLR: PersonalCC	Confirmation 123456				45.00	ŵ
TRANS: Parking		4250	TRVLR: Cash/Check	Airport				10.00	Ê
Calculate Please select	Ad	ld Expenditi	ure				TOTAL	\$ 175.00	
					-	PAID VE	ENDOR(S)	\$ 100.00	
					=	DUE T	RAVELER	\$ 75.00	
					-	PAID T	RAVELER	\$ 0.00	
						= B	ALANCE	\$ 75.00	
						OWE TR	RAVELER	\$ 75.00	
				I			OWE UH		

## ATTACHMENTS

POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:		Airfare		Browse No file selected.	Add
There are no attachr	nents for this	s travel document			

	ACCOUNT INFORMATION - BY PERCENTAGE OPTION (FOR OWE TRAVELER AMOUNT)									
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	% SPLIT	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT			
UH - Manoa	2263212		100 %	TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	75.00			
UH - System			%							
UH - System			%							
UH - System			%							
UH - System			%							
Calculate Clear Ace	counts					TOTAL	\$ 75.00			

OWE TRAVELER ACCOUNT INFORMATION									
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	OBJECT CODE	DEBIT AMOUNT		
MA	2263212		TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	4250	55.00		
MA	2263212		TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	4352	20.00		
						TOTAL	\$ 75.00		

COMMENTS	2000	more chars									
TRANSACTIO	N LOG (	show/hide)									
											1
Save S	ubmit				Appr	ove D	eny	Delete	Vouc	her	Release
									_		
Revise					Email	Print	Pri	nt UHF Fo	rm		

5/25/2021, 4:55 PM

# EXAMPLE 3 OUT OF STATE - US: REQUEST+ADVANCE

# General Information

Bargaining Unit:	08
Travel Dates:	06/03/21-06/09/21
Destination:	Out-of-State, U.S. (CONUS)
Itinerary Type:	EZ (one leg)
Business Office:	00066 Info Tech Services
Process Travel Via:	UH Disbursing
No. of Account Codes:	TWO or MORE Account Codes
Accounting Method:	Fixed Amount
Advance:	Yes (Per Diem, Airfare, Lodging)
Primary Category:	Conference/Seminar
Justification:	Attend NACUBO Conference
Coverage of Duties:	Steve Jones
Source of Funds:	MA 2263212 \$1,000
	SW 2269912 Balance

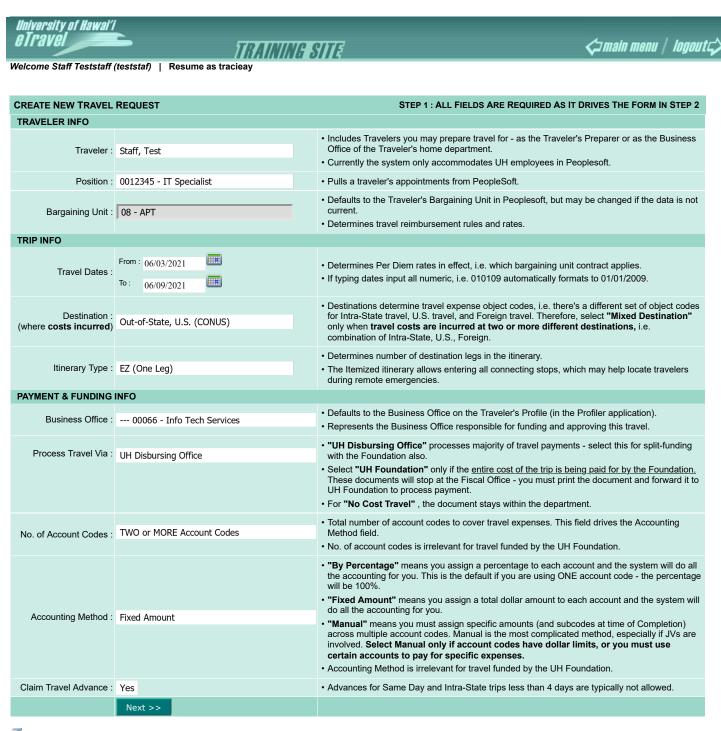
# **Itinerary**

Departure:	06/03/21	Leave Honolulu, Hawaii, 11:45 pm
Arrival:	06/04/21	Arrive Las Vegas, Nevada, 6:30 am
Departure:	06/09/21	Leave Las Vegas, Nevada, 2:30 pm
Arrival:	06/09/21	Arrive Honolulu, Hawaii, 6:30 pm

Use FAR for July 2020

# Other Costs

Excess Lodging	185.00/night
Airfare (paid by personal credit card)	900.00
Conference fee (paid by PO 32249)	350.00
Mileage	40 miles x \$0.58 cents
Taxi (paid by cash)	30.00



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Welcome Staff Teststaff (teststaf) | Resume as tracieay

The record was successfully updated. WARNING: A minimum of 10 days prior to the departure date is required to process a Travel Advance.

TRAINING SITE

## << RETURN TO STEP 1

TRAVEL REQUEST				STEP 2 : COMPLETE FORM
TRAVELER	: STAFF, TEST ( <u>VIEW PROFILE</u> )		DOCUMENT NO.	: <b>T699545</b> REVISION:
UH NUMBER	: 11668132	BARGAINING UNIT : 08	DOCUMENT TYPE	: REQUEST + ADVANCE
	: EFT : 🗖	PAYROLL NO.: 0	STATUS	: IN PROCESS
POSITION	: 0012345 - IT Specialist		PROCESS VIA	: UH Disbursing Office
DIVISION	: AA		DESTINATION	: Out-of-State, U.S. (CONUS)
BRANCH / DEPT.	: 105		ACCOUNTING METHOD	: Fixed Amount
BUS. OFC. ACCESS	: 00066 - Info Tech Services		CREATED	: 05-25-2021 by Staff Teststaff
DOCUMENT FO CODE	: 00066		LAST MOD (FIELD)	: 05-25-2021 by Staff Teststaff
PRIMARY CATEGORY	: Conference / Seminar		LAST MOD (DISB)	:
JUSTIFICATION	🗄 🗆 Presenting a paper / conduct	ing a presentation		
2976 more chars	Attend NACUBO Conference			
COVERAGE OF DUTIES	: Steve Jones			
989 more chars				
SOURCE OF FUNDS	: D Funded by the OVCR Faculty	Research Travel Fund		
	MA 2263212 \$1,000 SW 2269912 Balance			
CHECK HANDLING	: MANUAL CHECK NO. :	D	DATE :	SPECIAL :

#### **PROPOSED BUSINESS ITINERARY - EZ**

PROPOSED BUSINESS	6 ITINE	RARY - EZ											Pelp
DESTINATION (City, State or Country)		DAT	E and TIN	ЛЕ	LEG ID#	CALC. DAYS	MINUS DAYS	BUS. DAYS		<u>F.A.R.</u>	EST'D RATE	DAYS CLAIM	COST
Honolulu , HI	AT ARPT DEP	06/03/2021	11:45	PM	Start								
									LODG	102.00	185.00	5.00	Justification For Excess Lodging
List destination(s) traveling to: Las Vegas, NV					1	6.25	- Pers Days	6.25		102.00	100.00	2.00	Conference Hotel
									M&IE	61.00	61.00	6.25	
									P/D				
Honolulu , HI	ARR	06/09/2021	6:30	PM 🔳	End								
Calculate									LODG			5.00	
				LCULATED TO			0.00 *	6.25	M&IE P/D			6.25 0.00	
			*Tot	al Personal Day	/s Only				TOTAL			\$	

**ESTIMATED EXPENDITURES & ADVANCE** 

1 of 2

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Relp

ІТЕМ	LEG ID	PAYMENT METHOD	DETAIL	DAYS		x I	RATE	EST'D EXP AMOUNT	ADVANCE	DEL
P/D: Itinerary Total								1,306.25	1,306.25	Ŵ
Mileage				40.0	)	0	).58	23.20		Ŵ
TRANS: Airfare		TRVLR: PersonalCC	Airfare confirmation ABCDE					900.00	900.00	ŵ
OTHER: Conf/Regis Fee		UH: PO	PO 32249					350.00		Ŵ
TRANS: Taxi		TRVLR: Cash/Check	Hotel to airport					30.00		ŵ
Calculate Please select	Add Exp	penditure					TOTAL	\$ 2,609.45	\$ 2,206.25	1
					- PAI	ID VEN	IDOR(S)	\$ 350.00		
					= Dl	UE TRA	AVELER	\$ 2,259.45		
					- PA		AVELER	\$ 0.00		
						= BA	LANCE	\$ 2,259.45		

## ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:			Airfare		Browse No file selected.	Add
1	05/25/2021 05:28:11 PM	Staff Teststaff	Airfare	Confirmation ABCDE	Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	<u>ش</u>

#### ACCOUNT INFORMATION - FIXED AMOUNT OR MANUAL OPTION

ADVANCE EST'D EXP FO CODE BALANCE AMOUNT CAMPUS ACCOUNT NO. SUB ACCOUNT NO. ACCOUNT TITLE **RESP PERSON** DEL OBJECT CODE AMOUNT TELEPHONE - OPERATING ACCOUNT YOSHIMI, Ŵ UH - Manoa 2263212 066 1,000.00 4501 1,000.00 GARRET TFSF-KUALI PROJECT (IMPLEMENTATION) YOSHIMI, GARRET 寙 UH - System 2269912 066 1,259.45 4501 1,206.25 Ŵ UH - System 4501 窗 UH - System 4501 4501 寙 UH - System TOTAL \$ 2,259.45 TOTAL \$ 2,206.25 Calculate Add Account(s)

COMMENTS 2000

more chars

TRANSACTION LOG (show/hide)



Delete Print UHF Form Email Print

# **EXAMPLE 4** COMPLETION FOR EXERCISE 3

# Actual Costs

Excess Lodging \$950.00 Total

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CREATE NEW TRAVEL	COMPLETION	STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2
	TRAVEL REQUEST DATA	TRAVEL COMPLETION
Traveler :	STAFF, TEST	STAFF, TEST
Position :	0012345 - IT Specialist	0012345 - IT Specialist
Travel Dates :	From: 06/03/2021 To: 06/09/2021	From:     06/03/2021       To:     06/09/2021
Bargaining Unit :	08	08
Destination :	Out-of-State, U.S. (CONUS)	Out-of-State, U.S. (CONUS)
Itinerary Type :	EZ (One Leg)	EZ (One Leg)
Business Office Access :	00066 - Info Tech Services	00066 - Info Tech Services
Process Travel Via :	UH Disbursing Office	UH Disbursing Office
No. of Account Codes :	TWO or MORE Account Codes	TWO or MORE Account Codes
Accounting Method :	Fixed Amount	Fixed Amount
		Next >>

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TRAINING SITE

Welcome Staff Teststaff (teststaf) | Resume as tracieay

# The record was successfully added. 1

## << TO SEARCH

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		_
TRAVEL COMPLETION		STEP 2 : COMPLETE FORM
TRAVELER	: STAFF, TEST (VIEW PROFILE)	DOCUMENT NO. : T699545 REVISION:
UH NUMBER	: <b>11668132</b> BARGAINING UNIT : <b>08</b>	DOCUMENT TYPE : COMPLETION
	EFT : PAYROLL NO. : 0	STATUS : IN PROCESS
POSITION	: 0012345 - IT Specialist	PROCESS VIA : UH Disbursing Office
DIVISION	: AA	DESTINATION : Out-of-State, U.S. (CONUS)
BRANCH / DEPT.	: 105	ACCOUNTING METHOD : Fixed Amount
BUS. OFC. ACCESS	: 00066 - Info Tech Services	CREATED : 05-27-2021 by Staff Teststaff
DOCUMENT FO CODE	: 00066	LAST MOD (FIELD) :
PRIMARY CATEGORY	: Conference / Seminar	LAST MOD (DISB) :
JUSTIFICATION	□ Presenting a paper / conducting a presentation	
2976 more chars	Attend NACUBO Conference	
COVERAGE OF DUTIES	: Steve Jones	
989 more chars		
SOURCE OF FUNDS	<ul> <li>Funded by the OVCR Faculty Research Travel Fund</li> <li>MA 2263212 \$1,000</li> <li>SW 2269912 Balance</li> </ul>	
LATE COMPLETION JUSTIFICATION	1	
1000 more chars		

## ACTUAL BUSINESS ITINERARY - EZ (show/hide)

DESTINATION (City, State or Country)		DAT	E and TI	ΛE	LEG ID	CALC. DAYS	MINUS DAYS	BUS. DAYS		IRS RATE	<u>F.A.R.</u>	ACTUAL RATE	DAYS Claim	Соѕт
Honolulu , HI	AT ARPT DEP	06/03/2021	11:45		Strt									
List destination(s) tra Las Vegas, NV	veling to	):			1	6.25	- Pers Days	6.25	LODG		102.00	190.00	5.00	Justification For Excess Lodging Conference Hotel
									M&IE		61.00	61.00	6.25	
									P/D					
Honolulu , HI	ARR	06/09/2021	6:30	PM	🛄 End									
Calculate			<b>CALCUI</b> *Total Pe				0.00 *	6.25	LODG M&IE P/D TOTAL				5.00 6.25 0.00 \$	

ESTIMATED EXPENDITURES FROM TH	E TRAV	EL REQUEST (show/hide)				v	IEW TRAVEL	REQUEST
ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	EST'D EXP AMOUNT	ADVANCE
P/D: Itinerary Total							1,306.25	1,306.25
Mileage				40.00		0.58	23.20	
TRANS: Airfare		PersCC	Airfare confirmation ABCDE				900.00	900.00
OTHER: Conf/Regis Fee		PO	PO 32249				350.00	
TRANS: Taxi		Cash/Check	Hotel to airport				30.00	
						TOTAL	\$ 2,609.45	\$ 2,206.25

\$ 350.00	- PAID VENDOR(S)
\$ 2,259.45	= DUE TRAVELER
\$ 0.00	- PAID TRAVELER
\$ 2,259.45	= BALANCE

OWE TRAVELER

OWE UH

VIEW ACCOUNT VALIDATIONS

\$ 78.20

#### ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
1	2021-05-25 17:28:11.0	Staff Teststaff	Airfare		Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	

#### ACTUAL EXPENDITURES

ID#         CODE         MILES           P/D: Itinerary Total         4550         \$1,331.25											
ITEM			PAYMENT METHOD	DETAIL	Y RATE	AMOUNT	DEL				
P/D: Itinerary Total		4550				\$ 1,331.25	Ŵ				
Mileage		4150			40.00 0.58	23.20	Ŵ				
TRANS: Airfare		4450	TRVLR: PersonalCC	Airfare confirmation ABCDE		900.00	ŵ				
OTHER: Conf/Regis Fee		4851	UH: PO	PO 32249		350.00	盲				
TRANS: Taxi		4450	TRVLR: Cash/Check	Hotel to airport		30.00	Ŵ				
Calculate Please select	Ad	d Expenditu	re		TOTAL	\$ 2,634.45					
					- PAID VENDOR(S)	\$ 350.00					
					= DUE TRAVELER	\$ 2,284.45					
					- PAID TRAVELER	\$ 2,206.25					
					= BALANCE	\$ 78.20					

#### **ATTACHMENTS**

POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:		Airfare		Browse No file selected.	Add
Thoro are no attache	nonto for this	traval degument			

There are no attachments for this travel document

#### ACCOUNT INFORMATION - FIXED AMOUNT OPTION (FOR OWE TRAVELER AMOUNT)

ACCOUNT NO. CAMPUS SUB ACCOUNT NO. ACCOUNT TITLE FO CODE AMOUNT **RESP PERSON** 2263212 **TELEPHONE - OPERATING ACCOUNT** Yoshimi, Garret 1,000.00 UH - Manoa 066 UH - System 2269912 TFSF-KUALI PROJECT (IMPLEMENTATION) Yoshimi, Garret 066 1,259.45 UH - System UH - System UH - System Calculate Clear Accounts Add Accounts TOTAL \$ 2,259.45

## JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES

JV TO RE	JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES													
CREDIT A	DVANCE				DEBIT AC	TUAL EXPENS	ES							
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ADVANCE OBJECT CODE	CREDIT AMOUNT	CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	EXPENSE OBJECT CODE	DEBIT AMOUNT					
MA	2263212		4501	1,000.00	MA	2263212		4550	1,000.00					
SW	2269912		4501	930.00	SW	2269912		4450	930.00					
SW	2269912		4501	276.25	SW	2269912		4550	276.25					
				\$ 2,206.25					\$ 2,206.25					
					OWE TRA	VELER								
					MA	2263212		4150	23.20					
					MA	2263212		4550	55.00					
									\$ 78.20					



# **EXAMPLE 5** OUT OF STATE - FOREIGN: REQUEST+ADVANCE

# **General Information**

Bargaining Unit:	07
Travel Dates:	06/03/21 – 06/14/21
Destination:	Mixed Destinations
Itinerary Type:	Itemized (Multi Leg)
Business Office:	00066 Info Tech Services
Process Travel Via:	UH Disbursing
No. of Account Codes:	TWO or MORE Account Codes
Accounting Method:	By Percentage
Advance:	Yes (Per Diem, Airfare, Lodging)
Primary Category:	Conference/Seminar
Primary Category: Justification:	Conference/Seminar Attend NACUBO Conference (Las Vegas). Attend Kuali Training
, , ,	-
, , ,	Attend NACUBO Conference (Las Vegas). Attend Kuali Training
Justification:	Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/21.
Justification: Coverage of Duties:	Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/21. Steve Jones

# **Itinerary**

Departure:	06/03/21	Leave Honolulu, Hawaii, 11:45 pm
Arrival:	06/04/21	Arrive Las Vegas, Nevada, 6:30 am
Departure:	06/09/21	Leave Las Vegas, Nevada, 10:00 am
Stopover:	06/09/21	Arrive Seattle, Washington, 11:30 am
	06/09/21	Leave Seattle, Washington, 1:00 pm
Arrival:	06/09/21	Arrive Calgary, Canada, 3:30 pm
Departure:	06/14/21	Leave Calgary, Canada, 10:00 am
Arrival:	06/14/21	Arrive Honolulu, Hawaii, 6:30 pm

NOTE: Two personal days on 06/12 - 06/13/21.

Use FAR for July 2020

# **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 \$0.58 cents
Taxi (paid by cash)	50.00

⟨⊐ main menu | logoutc⟩
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		STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2
TRAVELER INFO		
Traveler :	Staff, Test	<ul> <li>Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department.</li> <li>Currently the system only accommodates UH employees in Peoplesoft.</li> </ul>
Position :	0012345 - IT Specialist	Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	07 - Faculty and Lecturer	<ul> <li>Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is no current.</li> <li>Determines travel reimbursement rules and rates.</li> </ul>
TRIP INFO		
Travel Dates :	From : 06/03/2021	<ul> <li>Determines Per Diem rates in effect, i.e. which bargaining unit contract applies.</li> <li>If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.</li> </ul>
Destination : (where <b>costs incurred</b> )	Mixed Destination	<ul> <li>Destinations determine travel expense object codes, i.e. there's a different set of object code for Intra-State travel, U.S. travel, and Foreign travel. Therefore, select "Mixed Destination" only when travel costs are incurred at two or more different destinations, i.e. combination of Intra-State, U.S., Foreign.</li> </ul>
Itinerary Type :	Itemized (Multi Leg)	<ul> <li>Determines number of destination legs in the itinerary.</li> <li>The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.</li> </ul>
PAYMENT & FUNDING	INFO	
Business Office :	00066 - Info Tech Services	<ul> <li>Defaults to the Business Office on the Traveler's Profile (in the Profiler application).</li> <li>Represents the Business Office responsible for funding and approving this travel.</li> </ul>
Process Travel Via :	UH Disbursing Office	<ul> <li>"UH Disbursing Office" processes majority of travel payments - select this for split-funding with the Foundation also.</li> <li>Select "UH Foundation" only if the <u>entire cost of the trip is being paid for by the Foundation</u> These documents will stop at the Fiscal Office - you must print the document and forward it t UH Foundation to process payment.</li> <li>For "No Cost Travel", the document stays within the department.</li> </ul>
No. of Account Codes :	TWO or MORE Account Codes	<ul> <li>Total number of account codes to cover travel expenses. This field drives the Accounting Method field.</li> <li>No. of account codes is irrelevant for travel funded by the UH Foundation.</li> </ul>
		<ul> <li>"By Percentage" means you assign a percentage to each account and the system will do al the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%.</li> <li>"Fixed Amount" means you assign a total dollar amount to each account and the system will do all the accounting for you.</li> </ul>
Accounting Method :	By Percentage	<ul> <li>do all the accounting for you.</li> <li>"Manual" means you must assign specific amounts (and subcodes at time of Completion) across multiple account codes. Manual is the most complicated method, especially if JVs are involved. Select Manual only if account codes have dollar limits, or you must use certain accounts to pay for specific expenses.</li> <li>Accounting Method is irrelevant for travel funded by the UH Foundation.</li> </ul>
Claim Travel Advance :	Yes	Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
	Next >>	



TRAINING SITE

main menu | logoutc

Welcome Staff Teststaff (teststaf) | Resume as tracieay

**PROPOSED BUSINESS ITINERARY - ITEMIZED** 

#### WARNING: A minimum of 10 days prior to the departure date is required to process a Travel Advance.

#### << TO SEARCH << RETURN TO STEP 1

TRAVEL REQUEST				STEP 2 : COMPLETE FORM				
TRAVELER :	STAFF, TEST (VIEW PROFILE)		DOCUMENT NO.	: <b>T699547</b> REVISION:				
UH NUMBER :	11668132	BARGAINING UNIT : 07	DOCUMENT TYPE	: REQUEST + ADVANCE				
:	EFT : 🗖	PAYROLL NO.: 0	STATUS	IN PROCESS				
POSITION :	0012345 - IT Specialist		PROCESS VIA	: UH Disbursing Office				
DIVISION :	AA		DESTINATION	Mixed Destination				
BRANCH/DEPT. : 105			ACCOUNTING METHOD	By Percentage				
BUS. OFC. ACCESS	00066 - Info Tech Services		CREATED	: 05-27-2021 by Staff Teststaff				
DOCUMENT FO CODE :	00066		LAST MOD (FIELD)	:				
PRIMARY CATEGORY :	Conference / Seminar		LAST MOD (DISB)	:				
JUSTIFICATION :	Presenting a paper / conductin	• •						
2891 more chars	Allend NACUBO Conference (Las Two personal days on 6/12-6/13/21	√egas). Attend Kuali Tra	ining (Calgary).					
COVERAGE OF DUTIES	Steve Jones							
989 more chars								
SOURCE OF FUNDS :	□ Funded by the OVCR Faculty F MA 2263212 50% SW 2269912 50%	Research Travel Fund						
CHECK HANDLING :	MANUAL CHECK NO. :	D	ATE :	SPECIAL :				

#### DESTINATION LEG CALC. MINUS BUS. EST'D DAYS DATE and TIME COST (City, State or Country) F.A.R. ID# DAYS DAYS DAYS RATE CLAIM E Start AT ARPT Honolulu HI ľ PM 🕮 DEP 06/03/2021 11:45 925.0 Justification For Excess Lodging LODG 102.00 185.00 5.00 1 Conference Hotel AM 🕮 ARR 06/04/2021 6:30 Las Vegas - Pers Days Ŵ NV US 🗆 5.75 5.75 DEP AM 🕮 Connecting 06/09/2021 10:00 ∦ 5.75 350.7 M&IE 61.00 61.00 P/D 1,275.75 SUBT \$ 0.00 2 LODG ARR 06/09/2021 AM 📖 11.30Seattle - Pers Days M&IE 0.00 斺 WA US 🗹 DEP P/D Connecting РМ 📖 06/09/2021 1.00 ₽ SUBT \$ 1,170.0 Justification For Excess Lodging 3 LODG 240.00 390.00 3.00 Conference hotel PM 🕮 ARR 06/09/2021 Calgary 3.30 - Pers Days 斺 3.50 CAN For 🗆 5.50 2.00 DEP Connecting AM 🕮 06/14/2021 10:00 ₽ M&IE 120.00 120.00 3.50 420.0 P/D SUBT \$ 1,590.00 Honolulu PM 🔠 End ARR 06/14/2021 6:30 HI

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Calculate											
							\$	;			2,8
ESTIMATED EXPENDITURES & ADVANC	CE										<b>₽</b> ₽
ІТЕМ	LEG ID	PAYMENT MET	HOD DE	TAIL			YS or	RATE	EST'D EXP AMOUNT	ADVANCE	DEL
P/D: Itinerary Total									2,865.75	2,865.75	Ŵ
Mileage						40	.00	0.58	23.20		Ŵ
TRANS: Airfare		TRVLR: Person	alCC Air	rfare confirmat	tion ABCDE				1,300.00	1,300.00	ŵ
OTHER: Conf/Regis Fee		UH: PO	PO	32249					350.00		Ŵ
TRANS: Taxi		TRVLR: Cash/C	Check Ho	tel to airport					50.00		Ŵ
Calculate Please select	Add Exp	penditure						TOTAL	\$ 4,588.95	\$ 4,165.75	
								VENDOR(S			
								TRAVELER			
								) TRAVELEF			
								= BALANCE	\$ 4,238.95		

## ATTACHMENTS

		POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
ć	add:			Airfare		Browse No file selected.	Add
	1	05/27/2021 02:45:09 PM	Staff Teststaff	Airfare	Confirmation ABCDE	Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	â

ACCOUNT INFORM	CCOUNT INFORMATION - BY PERCENTAGE OPTION											
				ACCOUNT TITLE	RESP PERSON	FO	EST'D EXP	ADVA	NCE			
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.				CODE	BALANCE AMOUNT	OBJECT CODE	AMOUNT			
UH - Manoa	2263212			TELEPHONE - OPERATING ACCOUNT	YOSHIMI, GARRET	066	2,119.47	4501	2,082.87			
UH - System	2269912		50 %	TFSF-KUALI PROJECT (IMPLEMENTATION)	YOSHIMI, GARRET	066	2,119.48	4501	2,082.88			
UH - System			%					4501				
UH - System			%					4501				
UH - System			%					4501				
Calculate Clea	r Accounts					TOTAL	\$ 4,238.95	TOTAL	\$ 4,165.75			
COMMENTS 200	0 more chars											

## TRANSACTION LOG (show/hide)

Save Submit	Approve Deny Delete Void Release
Copy Revise	Email Print UHF Form

Z apatec calendars are used on this site

# **EXAMPLE 6** (COMPLETION FOR EXERCISE 5)

# Actual Costs

Taxi (USD)	50.00
Taxi (CAD)	40.00 (Receipt Date: 7/1/20)
Calgary hotel	1,170.00 CAD (Receipt Date: 7/1/20)

⟨□ main menu | logoutc⟩
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CREATE NEW TRAVEL	COMPLETION	STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2
	TRAVEL REQUEST DATA	TRAVEL COMPLETION
Traveler :	STAFF, TEST	STAFF, TEST
Position :	0012345 - IT Specialist	0012345 - IT Specialist
Travel Dates :	From: 06/03/2021 To: 06/14/2021	From:         06/03/2021         IIII           To:         06/14/2021         IIII
Bargaining Unit :	07	07
Destination :	Mixed Destination	Mixed Destination
Itinerary Type :	Itemized (Multi Leg)	Itemized (Multi Leg)
Business Office Access :	00066 - Info Tech Services	00066 - Info Tech Services
Process Travel Via :	UH Disbursing Office	UH Disbursing Office
No. of Account Codes :	TWO or MORE Account Codes	TWO or MORE Account Codes
Accounting Method :	By Percentage	By Percentage
		Next >>



TRAINING SITE Welcome Staff Teststaff (teststaf) | Resume as tracieay

⟨⊐main menu | logout ζ⟩

<< TO SEARCH

<< RETURN TO STEP 1	
TRAVEL COMPLETION	

TRAVEL COMPLETION				STEP	2 : COMPLETE FORM	Help
TRAVELER	STAFF, TEST (VIEW PROFILE)		DOCUMENT NO.	: <b>T699547</b> REVISION:		
UH NUMBER	t <b>11668132</b> BAF	RGAINING UNIT : <b>07</b>	DOCUMENT TYPE	: COMPLETION		
	EFT : 🗖	PAYROLL NO.: 0	STATUS	: IN PROCESS		
POSITION	: 0012345 - IT Specialist		PROCESS VIA	: UH Disbursing Office		
DIVISION	AA		DESTINATION	: Mixed Destination		
BRANCH / DEPT.	: 105		ACCOUNTING METHOD	: By Percentage		
BUS. OFC. ACCESS	00066 - Info Tech Services		CREATED	: 05-27-2021 by Staff Teststaff		
DOCUMENT FO CODE	00066		LAST MOD (FIELD)	:		
PRIMARY CATEGORY	Conference / Seminar		LAST MOD (DISB)	:		
JUSTIFICATION	Presenting a paper / conducting a paper / conduc	presentation				
2891 more chars	Attend NACUBO Conference (Las Vega Two personal days on 6/12-6/13/21	s). Attend Kuali Tra	iining (Calgary).			
COVERAGE OF DUTIES	Steve Jones					
989 more chars						
SOURCE OF FUNDS	□ Funded by the OVCR Faculty Rese	arch Travel Fund				
	MA 2263212 50% SW 2269912 50%					
LATE COMPLETION JUSTIFICATION						
1000 more chars						

## ACTUAL BUSINESS ITINERARY - ITEMIZED (show/hide)

CTUAL BUSIN	ESS I	IINERARY -		U (SHOW/H	ide)									Help										
DESTINATION (City, State or Country)		DAT	E and TIN	ΛE		CALC. DAYS	MINUS DAYS	BUS. DAYS		<u>IRS</u> RATE	<u>F.A.R.</u>	ACTUAL RATE	DAYS CLAIM	COST										
	AT ARPT				Sur																			
Π	DEP	06/03/2021	11:45	PM 🧰	ľ																			
														<b>H</b>										
									LODG		102.00	185.00	5.00	Justification For Excess Lodging										
as Vegas ,	ARR	06/04/2021	6:30	AM 🎹	1 命	5.75	- Pers Days	5.75	LODG		102.00	185.00	5.00	Conference Hotel										
V US 🗆	DEP	06/09/2021	10:00	AM 🔳	Ť	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75 5.	í										
									M&IE		61.00	61.00	5.75											
									P/D				•											
									SUBT				\$											
eattle ,	ARR	06/09/2021	11:30	AM 🛄	2		- Pers Days		LODG		0.00			<b>H</b>										
VA US 🖂	DEP				Î		- Pers Days		M&IE		0.00													
onnecting	DE.	06/09/2021	1:00	PM 🕮	ľ				P/D SUBT				\$											
														<u>\$e</u> 🚍										
														Justification For Excess Lodging										
		0.010.010.001		PM 🎟	3									Conference hotel										
algary , AN <b>For</b> 🗆		06/09/2021	3:30	PM 📟	ŵ	5.50	- Pers Days	3.50	LODG		240.00	287.247	3.00											
onnecting	DEP	06/14/2021	10:00	AM 🕮	ť		2.00																	
ormooting																								
on nooth ig																								

VIEW TRAVEL REQUEST

= BALANCE \$ 4,238.95

											Foreign Currency	/ Converter	
											Receipt Date:	07/01/2020	
											Amount:	1170	
											Currency:	Canadian Do	ollar
													Clear F
							M&IE	120.00	120.00	3.50			
							P/D						
							SUBT			\$			1,:
Honolulu , HI ARR	06/14/2021	6:30	PM 🛄 End										
Calculate							LODG			8.00			1
		CALCU	LATED TOTALS :	11 25	2.00 *	9.25	M&IE			9.25			
			ersonal Days Only		2.00	0.20	P/D			0.00			
							TOTAL			\$			2

## ESTIMATED EXPENDITURES FROM THE TRAVEL REQUEST (show/hide)

ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	X RATE	EST'D EXP AMOUNT	ADVANCE
P/D: Itinerary Total						2,865.75	2,865.75
Mileage				40.00	0.58	23.20	
TRANS: Airfare		PersCC	Airfare confirmation ABCDE			1,300.00	1,300.00
OTHER: Conf/Regis Fee		PO	PO 32249			350.00	
TRANS: Taxi		Cash/Check	Hotel to airport			50.00	
					TOTAL	\$ 4,588.95	\$ 4,165.75
				- PA	ID VENDOR(S)	\$ 350.00	
				= DI	UE TRAVELER	\$ 4,238.95	
				- PA	ID TRAVELER	\$ 0.00	

## ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
1	2021-05-27 14:45:09.0	Staff Teststaff	Airfare	Confirmation ABCDE	Sample.docx (31739.0 bytes, application/vnd.openxmlformats- officedocument.wordprocessingml.document)	

#### ACTUAL EXPENDITURES

ACTUAL EXPENDITURES							Rel p
ITEM	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES X RATE	AMOUNT	DEL
P/D: Itinerary Total		4550				\$ 1,275.75	ĥ
P/D: Itinerary Total		4580				\$ 1,281.74	<b>m</b>
Mileage	1	4150			40.00 0.58	23.20	Ŵ
TRANS: Airfare	1	4450	TRVLR: PersonalCC	Airfare confirmation ABCDE	\$e	1,300.00	Ŵ
OTHER: Conf/Regis Fee	1	4851	UH: PO	PO 32249		350.00	Ŵ
TRANS: Taxi	1	4450	TRVLR: Cash/Check	Hotel to airport	<b>\$</b>	50.00	ŵ
TRANS: Taxi	3	4480	TRVLR: Cash/Check	Airport to hotel Foreign Currency Converter Receipt Date: 07/01/2020	See Amount: 40	29.46	<b></b>
Calculate Please select		Add Exp	penditure		TOTAL - PAID VENDOR(S) = DUE TRAVELER - PAID TRAVELER = BALANCE OWE TRAVELER OWE UH		 

## ATTACHMENTS

		Airfare	Browse No file selected.	Add
There are no attachi	ments for this	travel document		

VANCE				DEDIT AC	TUAL EXPENS	E 9		
ACCOUNT NO.	SUB ACCOUNT NO.	ADVANCE OBJECT CODE	CREDIT		ACCOUNT NO.	SUB ACCOUNT NO.	EXPENSE OBJECT CODE	DEBI AMOUN
2263212		4501	1,275.75	MA	2263212		4550	1,275.75
2263212		4501	807.12	MA	2263212		4580	807.12
2269912		4501	23.20	SW	2269912		4150	23.20
2269912		4501	1,350.00	SW	2269912		4450	1,350.00
2269912		4501	29.46	SW	2269912		4480	29.46
2269912		4501	474.62	SW	2269912		4580	474.62
			\$ 3,960.15					\$ 3,960.1
2269912		4501	205.60					
			\$ 205.60					
	Acti							
JMENTID								
	Ac	bb						
<b>S</b> 2000	more chars							
	NO.           2263212           2263212           2269912           2269912           2269912           2269912           2269912           MEPOSITS	NO.         NO.           2263212         2263212           2269912         2269912           2269912         2269912           2269912         2269912           2269912         Action	NO.         NO.         CODE           2263212         4501         2263212         4501           2263912         4501         2269912         4501           2269912         4501         2269912         4501           2269912         4501         2269912         4501           2269912         4501         2269912         4501           2269912         4501         2269912         4501	NO.         NO.         CODE         AMOUNT           2263212         4501         1,275.75           2263212         4501         807.12           2269912         4501         23.20           2269912         4501         1,350.00           2269912         4501         29.46           2269912         4501         474.62           2269912         4501         205.60           S 3,960.15           DEPOSITS           MENT ID         ACTIONS	NO.         NO.         CODE         AMOUNT         CAMPUS           2263212         4501         1,275.75         MA           2263212         4501         807.12         MA           2269912         4501         23.20         SW           2269912         4501         1,350.00         SW           2269912         4501         29.46         SW           2269912         4501         474.62         SW           2269912         4501         205.60         \$205.60           S           Add	NO.         NO.         CODE         AMOUNT         CAMPUS         NO.           2263212         4501         1,275.75         MA         2263212           2263212         4501         807.12         MA         2263212           2269912         4501         23.20         SW         2269912           2269912         4501         1,350.00         SW         2269912           2269912         4501         29.46         SW         2269912           2269912         4501         474.62         SW         2269912           2269912         4501         205.60         \$205.60         \$205.60	No.         CODE         AMOUNT         CAMPUS         No.         No.           2263212         4501         1,275.75         MA         2263212           2263212         4501         807.12         MA         2263212           2269912         4501         23.20         SW         2269912           2269912         4501         1,350.00         SW         2269912           2269912         4501         1,350.00         SW         2269912           2269912         4501         474.62         SW         2269912           2269912         4501         474.62         SW         2269912           S 3,960.15           POSITS	No.         No.         CODE         AMOUNT         CAMPUS         No.         No.         CODE           2263212         4501         1,275.75         MA         2263212         4550           2263212         4501         807.12         MA         2263212         4580           226912         4501         23.20         SW         2269912         4150           2269912         4501         1,350.00         SW         2269912         4450           2269912         4501         1,350.00         SW         2269912         4450           2269912         4501         29.46         SW         2269912         4480           2269912         4501         474.62         SW         2269912         4580           2269912         4501         205.60         S         3960.15         S         S           EVENTION         ACTIONS           Add

## TRANSACTION LOG (show/hide)

