EXAMPLE 1 SAME DAY TRAVEL: REQUEST

General Information

Bargaining Unit:	07
Travel Date:	06/11/21 – 06/11/21
Destination:	Intra State, Same day
Itinerary Type:	Same Day (No Lodging)
Business Office:	00066 Info Tech Services
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:	06/11/21	Leave Honolulu, Hawaii, 6:58 am
To:	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

University of Hawai'i
eTravel

TRAINING SITE

← main menu | logout →

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

CREATE NEW TRAVEL REQUEST	STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2

TRAVELER INFO

Traveler :	Staff, Test	• Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department. • Currently the system only accommodates UH employees in Peoplesoft.
Position :	0012345 - IT Specialist	• Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	07 - Faculty and Lecturer	• Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is not current. • Determines travel reimbursement rules and rates.

TRIP INFO

Travel Dates :	From : 06/11/2021 To : 06/11/2021	• Determines Per Diem rates in effect, i.e. which bargaining unit contract applies. • If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.
Destination : (where **costs incurred**)	IntraState, Same Day	• Destinations determine travel expense object codes, i.e. there's a different set of object codes 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.
Itinerary Type :	Same Day (No Lodging)	• Determines number of destination legs in the itinerary. • The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.

PAYMENT & FUNDING INFO

Business Office :	--- 00066 - Info Tech Services	• Defaults to the Business Office on the Traveler's Profile (in the Profiler application). • Represents the Business Office responsible for funding and approving this travel.
Process Travel Via :	UH Disbursing Office	• **"UH Disbursing Office"** processes majority of travel payments - select this for split-funding with the Foundation also. • 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. • For **"No Cost Travel"** , the document stays within the department.
No. of Account Codes :	ONE Account Code	• Total number of account codes to cover travel expenses. This field drives the Accounting Method field. • No. of account codes is irrelevant for travel funded by the UH Foundation.
Accounting Method :	By Percentage	• **"By Percentage"** means you assign a percentage to each account and the system will do all the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%. • **"Fixed Amount"** means you assign a total dollar amount to each account and the system will do all the accounting for you. • **"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.** • Accounting Method is irrelevant for travel funded by the UH Foundation.
Claim Travel Advance :	No	• Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
	Next >>	

Zapatec calendars are used on this site

University of Hawai'i eTravel   *TRAINING SITE*   ⟵ main menu | logout ⟶

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

The record was successfully updated.
<< TO SEARCH
<< RETURN TO STEP 1

TRAVEL REQUEST			STEP 2 : COMPLETE FORM	
TRAVELER	: **STAFF, TEST** (VIEW PROFILE)	DOCUMENT NO.	: **T699544** REVISION:	
UH NUMBER	: **11668132** BARGAINING UNIT : **07**	DOCUMENT TYPE	: **REQUEST**	
	: 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)	: **05-25-2021** by Staff Teststaff	
PRIMARY CATEGORY	: Research	LAST MOD (DISB)	:	

JUSTIFICATION	☐ **Presenting a paper / conducting a presentation**
2957 more chars	To collect data at the poultry farm in Hilo
COVERAGE OF DUTIES	:
1000 more chars	
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund**
	MA 2263212

PROPOSED BUSINESS ITINERARY - SAME DAY

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

ESTIMATED EXPENDITURES

ITEM	LEG ID#	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total							20.00	🗑
TRANS: Airfare		UH: PCard	Airfare confirmation ABCDE				100.00	🗑
TRANS: Car Rental		TRVLR: PersonalCC	Confirmation 123456				45.00	🗑
TRANS: Parking		TRVLR: Cash/Check	Airport				10.00	🗑
Calculate Please select ... Add Expenditure					TOTAL		$ 175.00	
					- PAID VENDOR(S)		$ 100.00	
					= BALANCE		$ 75.00	

ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:			Airfare		Browse... No file selected.	Add
1	05/25/2021 04:45:39 PM	Staff Teststaff	Airfare	Airfare confirmation ABCDE	📄 Sample.docx (31739.0 bytes, application/vnd.openxmlformats-officedocument.wordprocessingml.document)	🗑

ACCOUNT INFORMATION - BY PERCENTAGE OPTION

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 Accounts		TOTAL	$ **75.00**

COMMENTS   2000   more chars

TRANSACTION LOG (show/hide)

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

Z apatec calendars are used on this site

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

University of Hawai'i eTravel   *TRAINING SITE*   ⇐ main menu | logout ⇒

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

CREATE NEW TRAVEL COMPLETION		STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2 Help
	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 >>

Z apatec calendars are used on this site

University of Hawai'i eTravel

TRAINING SITE

main menu | logout

Welcome Staff Teststaf (teststaf) | Resume as tracieay

The record was successfully added.

<< TO SEARCH
<< RETURN TO STEP 1

TRAVEL COMPLETION

STEP 2 : COMPLETE FORM   Help

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 / conducting a presentation**
2957 more chars	To collect data at the poultry farm in Hilo
COVERAGE OF DUTIES	:
1000 more chars	
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund** MA 2263212
LATE COMPLETION JUSTIFICATION	:
1000 more chars	

ACTUAL BUSINESS ITINERARY - SAME DAY   (show/hide)

Help

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

TAX CALCULATIONS   (show/hide)

Help

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 THE TRAVEL REQUEST   (show/hide)

VIEW TRAVEL REQUEST

ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	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
						- PAID VENDOR(S)	$ 100.00
						= BALANCE	$ 75.00

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

ITEM	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total								$ 20.00	🗑
TRANS: Airfare		4250	UH: PCard	Airfare confirmation ABCDE				100.00	🗑
TRANS: Car Rental		4250	TRVLR: PersonalCC	Confirmation 123456				45.00	🗑
TRANS: Parking		4250	TRVLR: Cash/Check	Airport				10.00	🗑

Calculate   Please select ...   Add Expenditure

TOTAL	$ 175.00
- PAID VENDOR(S)	$ 100.00
= DUE TRAVELER	$ 75.00
- PAID TRAVELER	$ 0.00
= BALANCE	$ 75.00
OWE TRAVELER	$ 75.00
OWE UH	

ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:			Airfare		Browse... No file selected.	Add

There are no attachments for this travel document

ACCOUNT INFORMATION - BY PERCENTAGE OPTION (FOR OWE TRAVELER AMOUNT)   VIEW ACCOUNT VALIDATIONS

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 Accounts

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

TRANSACTION LOG (show/hide)

Save   Submit   Approve   Deny   **Delete**   Voucher   Release

Revise   Email   Print   Print UHF Form   Print Taxability

Zapatec calendars are used on this site

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

University of Hawai'i eTravel

TRAINING SITE

⇐ main menu | logout ⇒

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

CREATE NEW TRAVEL REQUEST	STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2

TRAVELER INFO

Traveler :	Staff, Test	• Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department. • Currently the system only accommodates UH employees in Peoplesoft.
Position :	0012345 - IT Specialist	• Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	08 - APT	• Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is not current. • Determines travel reimbursement rules and rates.

TRIP INFO

Travel Dates :	From : 06/03/2021 To : 06/09/2021	• Determines Per Diem rates in effect, i.e. which bargaining unit contract applies. • If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.
Destination : (where **costs incurred**)	Out-of-State, U.S. (CONUS)	• Destinations determine travel expense object codes, i.e. there's a different set of object codes 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.
Itinerary Type :	EZ (One Leg)	• Determines number of destination legs in the itinerary. • The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.

PAYMENT & FUNDING INFO

Business Office :	--- 00066 - Info Tech Services	• Defaults to the Business Office on the Traveler's Profile (in the Profiler application). • Represents the Business Office responsible for funding and approving this travel.
Process Travel Via :	UH Disbursing Office	• **"UH Disbursing Office"** processes majority of travel payments - select this for split-funding with the Foundation also. • 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. • For **"No Cost Travel"** , the document stays within the department.
No. of Account Codes :	TWO or MORE Account Codes	• Total number of account codes to cover travel expenses. This field drives the Accounting Method field. • No. of account codes is irrelevant for travel funded by the UH Foundation.
Accounting Method :	Fixed Amount	• **"By Percentage"** means you assign a percentage to each account and the system will do all the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%. • **"Fixed Amount"** means you assign a total dollar amount to each account and the system will do all the accounting for you. • **"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.** • Accounting Method is irrelevant for travel funded by the UH Foundation.
Claim Travel Advance :	Yes	• Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
	Next >>	

Zapatec calendars are used on this site

University of Hawai'i
eTravel

TRAINING SITE

⇐ main menu | logout ⇒

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.

<< RETURN TO STEP 1

TRAVEL REQUEST			STEP 2 : COMPLETE FORM	Help

TRAVELER	: **STAFF, TEST** (VIEW PROFILE)	DOCUMENT NO.	: **T699545** 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 2976 more chars	: ☐ **Presenting a paper / conducting a presentation** Attend NACUBO Conference		
COVERAGE OF DUTIES 989 more chars	: Steve Jones		
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund** MA 2263212 $1,000 SW 2269912 Balance		
CHECK HANDLING	: MANUAL CHECK NO. : DATE : SPECIAL :		

PROPOSED BUSINESS ITINERARY - EZ   Help

DESTINATION (City, State or Country)		DATE and TIME	LEG ID#	CALC. DAYS	MINUS DAYS	BUS. DAYS		F.A.R.	EST'D RATE	DAYS CLAIM	COST
Honolulu , HI	AT ARPT DEP	06/03/2021 11:45 PM	Start								
List destination(s) traveling to: Las Vegas, NV			1	6.25	- Pers Days	6.25	LODG	102.00	185.00	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		CALCULATED TOTALS : *Total Personal Days Only		6.25	0.00 *	6.25	LODG			5.00	
							M&IE			6.25	
							P/D			0.00	
							TOTAL			$	

ESTIMATED EXPENDITURES & ADVANCE   Help

ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	EST'D EXP AMOUNT	ADVANCE	DEL
P/D: Itinerary Total							1,306.25	1,306.25	🗑
Mileage				40.00		0.58	23.20		🗑
TRANS: Airfare		TRVLR: PersonalCC	Airfare confirmation ABCDE				900.00	900.00	🗑
OTHER: Conf/Regis Fee		UH: PO	PO 32249				350.00		🗑
TRANS: Taxi		TRVLR: Cash/Check	Hotel to airport				30.00		🗑

Calculate Please select ... Add Expenditure	TOTAL	$ 2,609.45	$ 2,206.25
	- PAID VENDOR(S)	$ 350.00
	= DUE TRAVELER	$ 2,259.45
	- PAID TRAVELER	$ 0.00
	= BALANCE	$ 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)	🗑

ACCOUNT INFORMATION - FIXED AMOUNT OR MANUAL OPTION   ❓Help

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

COMMENTS   2000 more chars

TRANSACTION LOG (show/hide)

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

𝓩 apatec calendars are used on this site

EXAMPLE 4 COMPLETION FOR EXERCISE 3

Actual Costs

Excess Lodging $950.00 Total

University of Hawai'i
eTravel
TRAINING SITE

⇐ main menu | logout ⇨

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

CREATE NEW TRAVEL COMPLETION		STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2	Help
	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 >>	

Zapatec calendars are used on this site

University of Hawai'i eTravel

TRAINING SITE

⇐ main menu | logout⇒

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

The record was successfully added.

<< TO SEARCH
<< RETURN TO STEP 1

TRAVEL COMPLETION

STEP 2 : COMPLETE FORM   Help

TRAVELER	: **STAFF, TEST** (VIEW PROFILE)	DOCUMENT NO.	: **T699545** REVISION:
UH NUMBER	: **11668132** BARGAINING UNIT : **08**	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 2976 more chars	: ☐ **Presenting a paper / conducting a presentation** Attend NACUBO Conference
COVERAGE OF DUTIES 989 more chars	: Steve Jones
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund** MA 2263212 $1,000 SW 2269912 Balance
LATE COMPLETION JUSTIFICATION 1000 more chars	:

ACTUAL BUSINESS ITINERARY - EZ (show/hide)

Help

DESTINATION (City, State or Country)		DATE and TIME	LEG ID	CALC. DAYS	MINUS DAYS	BUS. DAYS	IRS RATE	F.A.R.	ACTUAL RATE	DAYS CLAIM	COST
Honolulu , HI	AT ARPT		Strt								
	DEP	06/03/2021 11:45 PM									
List destination(s) traveling to: Las Vegas, NV			1	6.25	- Pers Days	6.25	LODG	102.00	190.00	5.00	🛏 95 **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		**CALCULATED TOTALS :** *Total Personal Days Only		6.25	0.00 *	6.25	LODG			5.00	
							M&IE			6.25	
							P/D			0.00	
							TOTAL			$	1.

ESTIMATED EXPENDITURES FROM THE TRAVEL REQUEST (show/hide)

VIEW 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**

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

ATTACHMENTS

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

ACTUAL EXPENDITURES

ITEM	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total		4550						$ 1,331.25	🗑
Mileage		4150			40.00		0.58	23.20	🗑
TRANS: Airfare		4450	TRVLR: PersonalCC	Airfare confirmation ABCDE				900.00	🗑
OTHER: Conf/Regis Fee		4851	UH: PO	PO 32249				350.00	🗑
TRANS: Taxi		4450	TRVLR: Cash/Check	Hotel to airport				30.00	🗑

Calculate	Please select ...	Add Expenditure		
			TOTAL	$ 2,634.45
			- PAID VENDOR(S)	$ 350.00
			= DUE TRAVELER	$ 2,284.45
			- PAID TRAVELER	$ 2,206.25
			= BALANCE	$ 78.20
			OWE TRAVELER	$ 78.20
			OWE UH	

ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
add:			Airfare		Browse... No file selected.	Add

There are no attachments for this travel document

ACCOUNT INFORMATION - FIXED AMOUNT OPTION (FOR OWE TRAVELER AMOUNT)   VIEW ACCOUNT VALIDATIONS ❓Help

CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT
UH - Manoa	2263212		TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	1,000.00
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   VIEW ACCOUNT VALIDATIONS ❓Help

CREDIT ADVANCE					DEBIT ACTUAL EXPENSES					
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 TRAVELER					
					MA	2263212		4150		23.20
					MA	2263212		4550		55.00
										$ 78.20

COMMENTS   2000   more chars

TRANSACTION LOG (show/hide)

Save   Submit

Approve   Deny   **Delete**   Voucher   Release

Revise

Email   **Print**   **Print UHF Form**   Print Taxability

Z *apatec calendars are used on this site*

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
Justification:	Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 06/12-06/13/21.
Coverage of Duties:	Steve Jones
Source of Funds:	MA 2263212 50%
	SW 2269912 50%

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

University of Hawaiʻi eTravel

TRAINING SITE

⇐ main menu | logout ⇒

Welcome Staff Teststaff (teststaf) | Resume as tracieay

CREATE NEW TRAVEL REQUEST		STEP 1 : ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2
TRAVELER INFO		
Traveler :	Staff, Test	• Includes Travelers you may prepare travel for - as the Traveler's Preparer or as the Business Office of the Traveler's home department. • Currently the system only accommodates UH employees in Peoplesoft.
Position :	0012345 - IT Specialist	• Pulls a traveler's appointments from PeopleSoft.
Bargaining Unit :	07 - Faculty and Lecturer	• Defaults to the Traveler's Bargaining Unit in Peoplesoft, but may be changed if the data is not current. • Determines travel reimbursement rules and rates.
TRIP INFO		
Travel Dates :	From : 06/03/2021 To : 06/14/2021	• Determines Per Diem rates in effect, i.e. which bargaining unit contract applies. • If typing dates input all numeric, i.e. 010109 automatically formats to 01/01/2009.
Destination : (where **costs incurred**)	Mixed Destination	• Destinations determine travel expense object codes, i.e. there's a different set of object codes 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.
Itinerary Type :	Itemized (Multi Leg)	• Determines number of destination legs in the itinerary. • The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.
PAYMENT & FUNDING INFO		
Business Office :	--- 00066 - Info Tech Services	• Defaults to the Business Office on the Traveler's Profile (in the Profiler application). • Represents the Business Office responsible for funding and approving this travel.
Process Travel Via :	UH Disbursing Office	• **"UH Disbursing Office"** processes majority of travel payments - select this for split-funding with the Foundation also. • 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. • For **"No Cost Travel"** , the document stays within the department.
No. of Account Codes :	TWO or MORE Account Codes	• Total number of account codes to cover travel expenses. This field drives the Accounting Method field. • No. of account codes is irrelevant for travel funded by the UH Foundation.
Accounting Method :	By Percentage	• **"By Percentage"** means you assign a percentage to each account and the system will do all the accounting for you. This is the default if you are using ONE account code - the percentage will be 100%. • **"Fixed Amount"** means you assign a total dollar amount to each account and the system will do all the accounting for you. • **"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.** • Accounting Method is irrelevant for travel funded by the UH Foundation.
Claim Travel Advance :	Yes	• Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.
	Next >>	

*Z**apatec** calendars are used on this site*

University of Hawai'i eTravel   *TRAINING SITE*   ←main menu | logout↻

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

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 Help
TRAVELER	: **STAFF, TEST** (VIEW PROFILE)	DOCUMENT NO.	: **T699547** 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 2891 more chars	: ☐ **Presenting a paper / conducting a presentation** Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 6/12-6/13/21		
COVERAGE OF DUTIES 989 more chars	: Steve Jones		
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund** MA 2263212 50% SW 2269912 50%		
CHECK HANDLING	: MANUAL CHECK NO. : DATE : SPECIAL :		

PROPOSED BUSINESS ITINERARY - ITEMIZED   Help

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

Calculate									
							$		2,865.7

ESTIMATED EXPENDITURES & ADVANCE

ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	EST'D EXP AMOUNT	ADVANCE	DEL
P/D: Itinerary Total							2,865.75	2,865.75	🗑
Mileage				40.00		0.58	23.20		🗑
TRANS: Airfare		TRVLR: PersonalCC	Airfare confirmation ABCDE				1,300.00	1,300.00	🗑
OTHER: Conf/Regis Fee		UH: PO	PO 32249				350.00		🗑
TRANS: Taxi		TRVLR: Cash/Check	Hotel to airport				50.00		🗑

Calculate	Please select ...	Add Expenditure		TOTAL	$ 4,588.95	$ 4,165.75
				- PAID VENDOR(S)	$ 350.00	
				= DUE TRAVELER	$ 4,238.95	
				- PAID TRAVELER	$ 0.00	
				= BALANCE	$ 4,238.95	

ATTACHMENTS

	POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
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)	🗑

ACCOUNT INFORMATION - BY PERCENTAGE OPTION

CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	% SPLIT	ACCOUNT TITLE	RESP PERSON	FO CODE	EST'D EXP BALANCE AMOUNT	ADVANCE OBJECT CODE	ADVANCE AMOUNT
UH - Manoa	2263212		50 %	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	Clear Accounts					TOTAL	$ 4,238.95	TOTAL	$ 4,165.75

COMMENTS   2000   more chars

TRANSACTION LOG (show/hide)

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

Ƶ 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)

University of Hawai'i
eTravel

TRAINING SITE

⇦ main menu | logout ⇨

Welcome Staff Teststaff (teststaf) | *Resume as tracieay*

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 To: 06/14/2021
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 >>

Zapatec calendars are used on this site

University of Hawai'i eTravel   TRAINING SITE   ⬅ main menu | logout ➡

Welcome Staff Teststaff (teststaf) | **Resume as tracieay**

<< TO SEARCH
<< RETURN TO STEP 1

TRAVEL COMPLETION   STEP 2 : COMPLETE FORM   Help

TRAVELER	: **STAFF, TEST** (VIEW PROFILE)	DOCUMENT NO.	: **T699547** 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	: **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 2891 more chars	: ☐ **Presenting a paper / conducting a presentation** Attend NACUBO Conference (Las Vegas). Attend Kuali Training (Calgary). Two personal days on 6/12-6/13/21
COVERAGE OF DUTIES 989 more chars	: Steve Jones
SOURCE OF FUNDS	: ☐ **Funded by the OVCR Faculty Research Travel Fund** MA 2263212 50% SW 2269912 50%
LATE COMPLETION JUSTIFICATION 1000 more chars	:

ACTUAL BUSINESS ITINERARY - ITEMIZED   (show/hide)   Help

DESTINATION (City, State or Country)	DATE and TIME	LEG ID	CALC. DAYS	MINUS DAYS	BUS. DAYS	IRS RATE	F.A.R.	ACTUAL RATE	DAYS CLAIM	COST
Honolulu, HI	AT ARPT DEP 06/03/2021 11:45 PM	Strt 🗑								
Las Vegas, NV US ☐ Connecting	ARR 06/04/2021 6:30 AM DEP 06/09/2021 10:00 AM	1 🗑	5.75	- Pers Days	5.75		LODG 102.00	185.00	5.00	Justification For Excess Lodging: Conference Hotel 92...
							M&IE 61.00	61.00	5.75	
							P/D			
							SUBT		$	1,...
Seattle, WA US ☑ Connecting	ARR 06/09/2021 11:30 AM DEP 06/09/2021 1:00 PM	2 🗑		- Pers Days			LODG 0.00			
							M&IE 0.00			
							P/D			
							SUBT		$	
Calgary, CAN For ☐ Connecting	ARR 06/09/2021 3:30 PM DEP 06/14/2021 10:00 AM	3 🗑	5.50	- Pers Days 2.00	3.50		LODG 240.00	287.247	3.00	Justification For Excess Lodging: Conference hotel

Foreign Currency Converter

Receipt Date:	07/01/2020
Amount:	1170
Currency:	Canadian Dollar

Clear

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
CALCULATED TOTALS : 11.25 2.00 * 9.25	M&IE	9.25	
*Total Personal Days Only	P/D	0.00	
	TOTAL	$	2,

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

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
						- PAID VENDOR(S)	$ 350.00	
						= DUE TRAVELER	$ 4,238.95	
						- PAID TRAVELER	$ 0.00	
						= BALANCE	$ 4,238.95	

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

Help

ITEM	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES	x	RATE	AMOUNT	DEL
P/D: Itinerary Total		4550						$ 1,275.75	🗑
P/D: Itinerary Total		4580						$ 1,281.74	🗑
Mileage	1	4150			40.00		0.58	23.20	🗑
TRANS: Airfare	1	4450	TRVLR: PersonalCC	Airfare confirmation ABCDE			💱	1,300.00	🗑
OTHER: Conf/Regis Fee	1	4851	UH: PO	PO 32249				350.00	🗑
TRANS: Taxi	1	4450	TRVLR: Cash/Check	Hotel to airport			💱	50.00	🗑
TRANS: Taxi	3	4480	TRVLR: Cash/Check	Airport to hotel 💱 Foreign Currency Converter Receipt Date: 07/01/2020 Currency: Canadian Dollar Amount: 40 Clear Fields				29.46	🗑

Calculate   Please select ...   **Add Expenditure**

TOTAL	$ 4,310.15	
- PAID VENDOR(S)	$ 350.00	
= DUE TRAVELER	$ 3,960.15	
- PAID TRAVELER	$ 4,165.75	
= BALANCE	$ <205.60>	

OWE TRAVELER		
OWE UH	$ 205.60	

ATTACHMENTS

		Airfare		Browse... No file selected.	Add

There are no attachments for this travel document

JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES

VIEW ACCOUNT VALIDATIONS
Help

CREDIT ADVANCE					DEBIT ACTUAL EXPENSES				
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	1,275.75	MA	2263212		4550	1,275.75
MA	2263212		4501	807.12	MA	2263212		4580	807.12
SW	2269912		4501	23.20	SW	2269912		4150	23.20
SW	2269912		4501	1,350.00	SW	2269912		4450	1,350.00
SW	2269912		4501	29.46	SW	2269912		4480	29.46
SW	2269912		4501	474.62	SW	2269912		4580	474.62
				$ 3,960.15					**$ 3,960.15**

OWE UH				
SW	2269912		4501	205.60
				$ 205.60

ADVANCE DEPOSITS

DOCUMENT ID	ACTIONS
	Add

COMMENTS   2000   more chars

TRANSACTION LOG (show/hide)

Save	Submit		Approve	Deny	Delete	Voucher	Release
Revise			Email	Print	Print UHF Form	Print Taxability	

Z apatec calendars are used on this site