

Research Corporation of the University of Hawaii Financial System Modernized User Interface

UPDATES TO TRAVEL AND NON-PO PAYMENT FORMS

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The following Travel and Non-PO Payment forms have been updated:

- Travel Request
- Travel Completion
- Non-Employee Expense Payment Form
- Personal Automobile Mileage Voucher

General Changes

The screenshot shows a form with the following fields and controls:

- Employee Name **: Text input field
- Vendor Code **: Text input field
- Position Title *: Text input field
- Document Number: Text input field
- Employee Status *: A dropdown menu with "UH" selected
- Employee Number: Text input field (disabled)
- UH BU Number *: A dropdown menu
- UH PR Number *: A dropdown menu
- A "Create New Vendor" button is located below the Employee Name field.

Employee/Payee Name

Validations have been added to the forms to allow only specific vendor records based on vendor type.

For Travel Requests, Travel Completions, and Personal Automobile Mileage, only the following types of vendors are permitted to use the form:

- Employees
- Undergraduate and Graduate Student Employees
- Emeritus Faculty
- Non-Compensated Appointees

For Non-Employee Expense Payments, only the following types of (non-employee) vendors are permitted to use the online* form:

- U.S. Citizens
- Permanent Resident Aliens

* When using the Non-Employee Expense Payment form, payments to foreign nationals (Nonresident Aliens and Resident Aliens) cannot be approved online. A signed hardcopy of the form, along with expense payment documentation, should be sent to RCUH Disbursing for completion.

If a vendor record is not accurate and needs to be updated, please contact RCUH Disbursing at rcuhdisb@rcuh.com.

Employee Status and Number

Two new Employee Status types have been added to the drop-down list: Emeritus and Non-Compensated Appointees.

The Employee Number will auto-populate based on the selected Employee Status. If the Employee Number is not on file, please contact RCUH Disbursing with the employee number so that the vendor record may be updated. Employee numbers can no longer be edited in the form.

Payroll and Bargaining Unit Drop-downs

The Payroll "PR" and Bargaining Unit "BU" fields are now drop-down lists with valid options. Validations are also in place to allow only appropriate combinations to process.

Trip Itinerary

(Travel Request, Travel Completion, and Non-Employee Expense Payment forms)

The **Add Leg** button has been moved below the Destination fields and will make it easier for users to enter multiple trip legs in any sequence. The Destination field will require a proper format of City, State for U.S. locations or City, Country for foreign locations. Entering Actual rates for M&IE or Lodging will require the Federal Allowable Rate to be filled in. In the Travel Completion form, hovering over the Actual Rate for Lodging will guide users to Enter Days Claim and total lodging in the Cost column to calculate the Actual Rate for Lodging.

TRIP ITINERARY											
Leg	Destination	Arrival/Departure Date and Time *	Calc Days	Minus Days	Bus Days		Fed. Allow Rate	Actual Rate	Excess Amount	Days Claim	Cost
Start	Honolulu, HI	Dep									
1	City, State	Arr				M&IE					
	<input type="button" value="+ Add"/> <input type="button" value="Del"/>	Dep				Lodging					
End	Honolulu, HI	Arr								TOTALS	

Per Diem Partial Day Calculation Table: [\(Click Here to Expand\)](#)

Travel Expenditures

(Travel Request, Travel Completion, and Non-Employee Expense Payment forms)

The wording for this section has been updated to guide users on how to enter information in each field. The drop-down list for Expenditure Item or Travel Expense has also been modified to include the following items:

- Airfare
- Automobile Rental
- Baggage
- Bus Fares
- Conference Fees
- Gas
- Hotel Taxes
- Internet
- Parking
- Taxi
- Telephone Fee
- Other

On the Travel Completion form, Line A "Total Trip Expenses" sums the amounts of all expenditure items in the Amount column. Line B "Less Amount Paid" will auto-fill with the total amounts paid by Purchase Order or Pcard. Line C "Total Out of Pocket" must match the Total amount for Project(s) to be Charged. Line D "Less Travel Advance" subtracts out the amount advanced.

EXPENDITURES

Item	Leg	Payment Method	Days	Description/PO Number	Amount
M&IE Trip Total (from above)	All	<input type="text"/>	<input type="text"/>		
Lodging Trip Total (from above)	All	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
A. TOTAL TRIP EXPENSES					<input type="text"/>
B. LESS AMOUNT PAID (by Purchase Order or Pcard)					<input type="text"/>
C. TOTAL OUT OF POCKET (A-B)					<input type="text"/>
D. LESS TRAVEL ADVANCE					<input type="text"/>
CLAIM DUE (C-D)					\$0.00

Example of a Travel Completion form.

On the Non-Employee Expense Payment forms for a Category (1) Payee, there is no advance amount field. The Claim Due amount must match the Total amount for Project(s) to be Charged.

ALL TRAVEL EXPENDITURES FOR THIS TRIP
(including other POs and Non-PO Payments)

All Travel Expenses	Leg	Days	Description/Document Number	Amount
M&IE Trip Total (from above)	All	<input type="text"/>		
Lodging Trip Total (from above)	All	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
A. TOTAL TRIP EXPENSES				<input type="text"/>
B. LESS AMOUNT PAID				<input type="text"/>
CLAIM DUE (A-B)				\$0.00

Document Number(s)

Example of a Non-Employee Expense Payment form.

Itemized Trip Information (Mileage)

(Travel Completion and Personal Automobile Mileage forms)

The certification statement for personal automobile liability insurance and policy information is now in the Itemized Trip Information section.

ITEMIZED TRIP INFORMATION

Line	Date	From	To	Purpose	Round Trip	Parking Fees	Miles
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
A. TOTAL MILES							<input type="text"/>
B. TOTAL MILEAGE RATE see current rates							<input type="text"/>
C. TOTAL MILEAGE CLAIM (A x B)							<input type="text"/>
D. TOTAL PARKING FEES							<input type="text"/>
TOTAL CLAIM FOR MILEAGE AND PARKING (C+D)							<input type="text"/>

I hereby certify that the above accounting is a true and correct record of mileage on my personal automobile used in the performance of my official duties in accordance with the RCUH rules and regulations governing official travel and transportation expenses.

I further certify that I carry the minimum liability insurance as required by the Hawaii No-Fault Law with:

Company *

Policy Number * Expiration Date *

Certification Statements

(Travel Completion and Non-Employee Expense Payment forms)

A new section for certification of missing receipts has been added to the Travel Completion and Non-Employee Expense Payment forms. If the box is checked, entering a total amount of expenses with missing receipts is required.

Lost Receipt Certification:

I certify that each individual expense under \$75 listed above, for which no receipt or other proof of payment is available was used for the conduct of official business. The total amount of these expenses is .

****NOTE:** The above statement does not apply to:

- Lodging expenditures (an itemized receipt is required regardless of the amount)
- Expenses \$75 or greater (a receipt or other proof of payment is required)

On the Travel Completion form, the check box for the Traveler Certification statement is no longer required and has been removed.

I certify that all expenses claimed in this report have been incurred and expended for the purpose of the above-mentioned travel, in accordance with applicable policies and procedures, federal rules and regulations, and applicable State laws. The expenses have not yet been, and will not again be, submitted to RCUH or any other organization for reimbursement or for tax purposes.

Required Fields

The following fields are now required to submit on the [PI level](#) as well as approve on the FA level:

General (All Forms)

- Employee Name
- Employee Status
 - UH BU Number (if Employee Status is UH)
 - UH PR Number (if Employee Status is UH)
- Direct Inquiries on this Request to
- Phone Number
- FA Staff to Review
- Project Number
- Budget Category
- Amount

Signatures

- Traveler/Claimant Signature
- Principal Investigator Signature
- Fiscal Administrator Signature

Form/Section specific

Trip Itinerary (Travel Request, Travel Completion, and Non-Employee Expense Payment forms)

- Start Destination
- Start Departure Date and Time
- End Destination

- End Arrival Date and Time
- Leg 1 Destination City, State
- If Leg 2 is filled in, Leg 1 Date and Time is required

Itemized Trip Information (Travel Completion and Personal Automobile Mileage Voucher forms)

- Insurance Information
 - Company
 - Policy Number
 - Expiration Date

Payee Category (Non-Employee Expense Payment Form)

- Payee Category (1)
 - Payee Name (also required to Save)
 - Position Title (only required if Service Provider is selected)
 - Employer (only required if Service Provider is selected)
 - Project Contact
 - FA Staff to Review
 - Phone Number
 - Dates of Service – Start Date and End Date
 - Business Purpose Details
- Payee Category (2)
 - Payee Name (also required to Save)
 - Project Contact
 - FA Staff to Review
 - Phone Number