

**AUTHORIZATION FOR INTER-ISLAND/INTRA-ISLAND TRAVEL WITH NO
PER DIEM ADVANCED**

(In accordance with RCUH Policy, all PCSU
employee's/volunteer's travel must be pre-approved.)

Traveler's Name _____

Employee# _____ Title _____

Date of Departure _____

Date of Return _____

Itinerary _____

Same Island Remote Area Camping Trip? (check one) Y [] N []

Purpose of Trip _____

Request subsistence

Request full per diem (more than one-day trip)

RCUH credit card for car rental (submit original receipt with Travel Completion Report)

Personal credit card for car rental (submit original receipt)

Personal days taken during trip (dates) _____

Request airline coupons

P.O. request for _____ (# _____)

All travel expenses paid by another agency.

Fax (808) 956-4710 or e-mail [Christina Tan \(tans@hawaii.edu\)](mailto:Christina.Tan@hawaii.edu) this completed form. Travel Request can be e-mailed to you as an attachment (if you have e-mail) or faxed to you upon request. For e-mail, print it out, sign it, get supervisor's signature (is applicable) and mail or deliver to PCSU. Final signed copy must be submitted to PCSU at least 10 working days prior to trip.

Traveler's Signature _____ Dated _____

Approved by _____ Project # _____

Supervisor or PCSU