

**INTER-ISLAND TRAVEL WITH PER DIEM ADVANCED
FOR RCUH/PCSU EMPLOYEES FOR 4 OR MORE DAYS**

(This information about 3 weeks before trip for on line processing/submittal)

Traveler's Name _____

Employee# _____ Title _____

Departure Date _____

Return Date _____

Purpose of Trip _____

Itinerary _____

Check mailing address: _____

Personal days taken during trip (month and date/city, state)

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

Using personal credit card for car rental (submit original receipt)

P.O. request for () Conference fee () Car rental

() Other _____

For purchase orders, please provide vendor's name and address, description of purchase, subtotal,
taxes, fax and telephone numbers of vendor, contact person (if available).

Request airline coupons

Other request _____

Fax (808) 956-4710 or e-mail ~~Iris Kim (iriskim@hawaii.edu)~~ or ~~Christina Tan (tans@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 _____ Date: _____

Supervisor Signature _____ Project No. _____