

TRAVEL REQUEST FORM
Instructions

Use of Form: This form is to authorize travel and to process advances to RCUH employees and non-UH/RCUH employees prior to the trip. Information is considered self-explanatory if no description is provided. In the case of a request for a travel advance, submit original and one copy to RCUH Disbursing at least ten (10) working days prior to travel.

1. Project Address - Use a campus address and building designation whenever possible.
2. Document No. - Assigned by project to track travel documents.
3. Contact Person/ Phone - An available person that RCUH may contact if there are any questions regarding the request or check pick-up.
4. Special Instructions - Advances are usually sent to the project address the Monday prior to travel unless special instructions are noted.
5. Address - Enter address if traveler is a non-RCUH employee or if the check is to be sent to another location other than the project address.
6. Departure/ Return Date - Both dates should reflect the entire period of absence.
7. Itinerary - Enter destination cities only. Connecting flight cities do not have to be included. Example: HNL/CHI/HNL vs. HNL/LAX/CHI/LAX/HNL.
8. Project Number - If more than one project is funding the travel, provide the appropriate number of additional copies.
9. Budget Category - A 2-digit number describing the expenditure item. The form cannot be processed without this information e.g. 05 for domestic travel, employees.
10. Estimated Travel Costs - Reflect the total estimated cost of the travel including air fare, excess lodging, car rental, and conference fees and the appropriate purchase order numbers. Excess lodging claims should be filed prior to the trip. Attach travel itinerary, conference brochures, correspondence or other documentation which support the cost estimates and dates of travel.
11. Travel Advance - Indicate and attach a purchase order to the Travel Request for a travel advance to be issued. An advance is normally limited to per diem.
12. Purpose/ Justification - Include name of meeting, conference, workshop and/or task to be performed. Explain how the trip relates to the contract or grant. If travel includes more than one city, indicate dates of stay in each city. If federal funds are being used for foreign destinations, provide an itinerary since the use of American carriers is required. If travel includes personal leave, please indicate appropriate dates of official business. Please provide any supporting documents for the trip.
13. Supervisor - If the traveler is also the principal investigator, please provide the co-investigator's or supervisor's signature in place of his own. Traveler cannot authorize his own travel. No individual should approve a document which is used to expend funds directly to himself.