Department Chair Approvals

- Does the department chair need to sign all travel documents for all employees within his/her department?
  - Yes. To ensure department chair is aware of where his/her employees will be, the department chair should review and sign all travel documents for all employees within his/her department.
Lodging

- Do we need excess lodging quotes if a room is greater than FAR for one employee but less than FAR if two employees will be sharing the room? For example, FAR is $200 and the room for two employees is $300.

- No.
Business Justification

- An employee is traveling to the east coast and on his way back to Hawaii he stops off on the west coast for personal time. One day on the west coast is scheduled as a “research day” (say writing a research book). If there is no collaboration, i.e. no reason that the research has to be conducted on the west coast, should M&IE be disapproved? (I normally ask if there is any collaboration going on in the west coast, then the traveler provides me with an email confirming a collaboration meeting.)

- Documentation of some kind is needed to support any business activity. If business is being conducted, then traveler may claim M&IE. If business is not being conducted, then traveler may not claim M&IE. Business does not necessarily have to be a collaboration. (Reference APM A8.851.3, A8.851.6)

SHARI, SUMI, JEFF: No, the person is on personal time. If there is no reason to conduct the business in that location. And the wouldn’t be doing the work at home, then no M&IE should be provided.
ATF Airfare Itineraries

SHARI, SUMI, JEFF: Should we even advertise this? Keep in house?
- ATF Airfare Issue – Traveler does not get an Alternate (business only) itinerary at the same time as the Actual (business + personal).
- Three methods are used in the office.
  - Obtain business-only itinerary today.
    - If today’s business-only itinerary > actual itinerary, then reimburse actual cost.
    - If today’s business-only itinerary < actual itinerary, then reimburse business-only cost while traveler pays difference.
  - Obtain business-only itinerary and actual itinerary today.
    - If today’s business-only itinerary > today’s actual itinerary, then reimburse actual cost (assuming it probably would have still been cheaper back in the day).
    - If today’s business-only itinerary < today’s actual itinerary, then reimburse business-only cost while traveler pays difference (assuming it probably would have still been more expensive back in the day).
  - Obtain business-only itinerary and actual itinerary today.
    - If business-only itinerary > actual itinerary, then calculate ratio based on today’s itineraries and reimburse actual cost accordingly.
    - If business-only itinerary < actual itinerary, then calculate ratio based on today’s itineraries and reimburse business-only cost accordingly while traveler pays the difference.

MARILYN: We prefer and now currently use option 1. If quotes are after-the-fact, we’d use option 3
AVIS TEAM: We base our comparison on similar days of the week and circumstances of the travel (was it a holiday weekend, was the travel booked early or late, etc).
If the traveler left on Monday and returned on Thursday, we would accept an After the Fact itinerary which was based on future dates of travel departing on business only. If the travel took place on a holiday weekend, the after the fact itinerary should also be based on a future holiday weekend to simulate travel conditions as close to the actual travel as possible. We use the same logic for car rentals.
Non-Employee Travel Advances

- Do we advance for non-employees? If so, how do we do this? What do we advance for? M&IE? Lodging? How about conference fee for non-employee going with PI to a conference?

SHARI, SUMI, JEFF: Replace “Do we advance for non-employees?” with “Are non-employees allowed to receive an advance?”

Whatever they need to cover their expenses – M&IE, lodging, conference fee

- A letter of hardship needs to be provided to support the issuance of an advance to a non-employee.

SHARI, SUMI, JEFF: Normally, we do not advance non-employees. However, if the non employee has financial hardship situation, then a letter of hardship…. MARILYN: If a letter of hardship is provided, advance to non-employees are okay. It is more favorable to process Pos to vendors for their hotel, car rental and conferences and not the individual.

AVIS TEAM: we have paid advances on FMIS-36 (stipends) based on hardship.

- RCUH: Advance PO or PO prepayment?

SHARI, SUMI, JEFF: “Advance PO” – Sumi “PO prepayment”- Jeff

- UH: PO prepayment or cash advance?

SHARI, SUMI, JEFF: n/a never had this situtation