

## Travel Request Information/Documentation Required

### Timetable

Please turn in your travel information to one of our Admin & Fiscal Support Specialists (Laura Toyama & Janice Kam) no later than the following dates:

- 3 weeks before travel** if you want a travel advance (advance is only for air, lodging, M&IE)
- 2 weeks before travel** for mainland, international, **1 week before travel** for interisland.

### Process

In order to process travel, all the material below needs to be entered into the travel system before it can go for signatures.

- Airfare and itinerary\*
- Lodging booking
- Car rental (compact, if larger need justification or lower cost comparison)
- Registration Fee cost / receipt
- For a conference: Link for the conference website
- For a conference: Abstract
- Invitation letter (if applicable)

\*You can either purchase your own ticket (economy, most direct route), or have City Travel (Lori Serikawa) do this for you. Once Lori at City Travel has an itinerary that you like, she has a day before she has to purchase it, or the fare may go up. All of the above travel information must be in the IfA system in order for fiscal to authorize City Travel to make the purchase. If you purchase your own ticket and have a personal segment (or higher fare class), get a quote for the economy direct flights for business purposes on the same day you purchase the other itinerary.

### Prioritization

Travel is normally processed in the order in which it is received, however the most urgent ones come first, because staff cannot officially travel without the paperwork being signed. Urgent requests can be accommodated (e.g. you just found out about the travel), however, forgetting the deadline is not a valid reason for an urgent request. It is useful to let Laura or Janice know about future travel plans so this can be on their radar.

If you anticipate a particularly complex travel, please contact Laura and your FO in advance to work out any details before the trip. It is much easier and faster to solve any issues before the trip rather than after the fact.

## Travel Completions

### Timetable

Travel completion materials should be turned in within 21 days of your return. Note: E-travel requires this within 14 days, and failure to turn it in prevents further travel.

## **Process**

Please provide Laura or Janice hardcopies of all of your receipts as soon as possible after the travel.

- If you are missing a receipt – please contact the vendor for a replacement (e.g. hotel, car rental). If Laura or Janice have to do this, it will slow down your reimbursement.
- You do not need to turn in your boarding passes

Travel completions are done in the order of receipt, but travel paperwork to initiate a trips will take priority over completions as they comes in. Once Laura and Janice have all the material and submit this it goes to Linda Inao to review. If everything is ok, then it goes for check processing.

## **Speeding things up**

- Scan all of your receipts to send in with the hard copies (scanned receipts are needed in the system)
- Make sure you have *\*all\** receipts. If Linda Inao finds something missing, it goes back to Laura and Janice and they have to contact you for missing materials.
- Sign up for automatic deposit.