

CIMAR TRAVEL REQUEST FORM

To ensure timely processing (and receipt of advance before departure, if requested), please submit your travel request to your CIMAR Administrative Contact at least 15 days prior to departure. For emergency travel, your travel request (signed by you and your supervisor) must be submitted to your CIMAR Administrative Contact before you depart on your trip.

Employee Name:

Contact Phone:

Email Address:

Departure Date:

Return Date:

Personal Day(s):

Time:

Time:



CIMAR Project Number(s):



Purpose of Travel:

☐ INCLUDES VESSEL/BOAT OPERATIONS



Itinerary:

Notes/Other Comments:

Please provide estimated expenses on next page.

Estimated Expenses:

Lodging (and cleaning fees):	_____ nights	\$ _____	nightly rate w/ taxes
Resort Fee (if applicable):	_____ nights	\$ _____	nightly rate w/ taxes
Meals and Incidentals:	_____ days	\$ _____	daily rate
<input type="checkbox"/> CLAIMING PRE-BOARDING ALLOWANCE, IF ELIGIBLE			
Airfare:	\$ _____	<input type="checkbox"/> PAID WITH PURCHASE ORDER	
Baggage:	\$ _____		
Car Rental:	\$ _____		
Gasoline:	\$ _____		
Destination Parking:	\$ _____		
Destination Taxi/Shuttle:	\$ _____		
Home Taxi/Shuttle:	\$ _____		
Home Airport Parking:	\$ _____		
Mileage:	_____ estimated miles		
Conference Fee/Registration:	\$ _____	<input type="checkbox"/> PAID WITH PURCHASE ORDER OR PCARD	
Other (Provide Description):	\$ _____	_____	
Other (Provide Description):	\$ _____	_____	
Other (Provide Description):	\$ _____	_____	
Requested Advance Amount: \$ _____			

Federal Lodging Rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Refer to websites above for Federal M&IE Allowance.
(Add local meals and local incidentals columns for M&IE when using Defense Travel website.)

For same day inter-island trip, flat rate allowance is \$20.00 per day (taxable).

I understand that failure to complete the Travel Completion Report (for TRAVEL ADVANCES RECEIVED) within 21 calendar days of the proposed return date of my trip will initiate action to include this payment in my gross income subject to withholding & taxes, resulting in a reduction to my normal take home pay.

Employee's Signature: _____

PI or Supervisor's Signature: _____

☐ Check box to request CIMAR Administrative Contact provide total estimated costs to PI/supervisor once travel documents have been reviewed.

Instructions/Hints for Completing Form:

CIMAR Project Number(s)

Please enter 7-digit CIMAR Project Number(s) or Project Title(s). If multiple projects are being charged, please provide breakdown for each project number to your CIMAR Administrative Contact.

Purpose of Travel

Please provide detailed explanation for purpose of trip and include business location and dates of activities.

Please attach conference/meeting agenda, invitation letter, email correspondence for planning trip/activities, etc.

If multiple activities are planned, please break out each activity by date and location.

For vessel/boat operations, please check box and see your CIMAR Administrative Contact for vessel/insurance procedures.

Itinerary

Please enter origin and destination(s). Do not include intermediary stop-over points for the purposes of changing planes. If an overnight stay is required at an intermediary point, include that city as part of the itinerary.

Example: Honolulu - Washington DC - Honolulu

Estimated Expenses

IMPORTANT: Each CIMAR employee must pay for his/her own expenses. Please do not pay for travel expenses on behalf of another employee. In non-standard and extenuating circumstances, please see your CIMAR Administrative Contact for guidance.

Lodging (and cleaning fees)

Please attach hotel confirmation for standard room accommodations.

When nightly lodging rate (including cleaning fees) before taxes for domestic, after taxes for international, exceeds Maximum Federal Lodging Rate, at least 1 additional quote for a similar class hotel in the same area must be provided, unless staying at a designated conference hotel.

The city/location used for determining the Maximum Federal Lodging Rate is the city where the business activity is taking place, not necessarily the city of the airport the traveler arrives at, or the hotel where traveler is staying.

If hotel confirmation shows more than 1 adult, attach documentation (price comparison) that additional non-work guests occupying the room does not have an impact on nightly rate.

The lowest available room category that is cancellable/changeable should be booked. Unless staying at an all-suite hotel, suites and higher category deluxe/premium view rooms should not be booked, even if less than the Federal Allowable Rate.

Discounted advance purchase rates and third party discounted travel booking sites (that require full pre-payment and do not allow cancellations/refunds) should not be used in the event of unexpected changes to travel plans.

Resort Fee

Mandatory resort fees are not considered a part of the nightly rate for the purposes of comparing nightly room rate to Maximum Federal Lodging Rate and should be itemized separately.

Meals and Incidentals (M&IE)

The city/location used for determining the Meals and Incidentals (M&IE) allowance is the city where the business activity is taking place, not necessarily the city of the airport the traveler arrives at, or the hotel where traveler is staying (if different).

Time of Departure/Return	Allowed on Day of	
	Departure	Return
12:01 a.m. - 6:00 a.m.	1.00 day	0.25 day
6:01 a.m. - Noon	0.75 day	0.50 day
12:01 p.m. - 6:00 p.m.	0.50 day	0.75 day
6:01 p.m. - Midnight	0.25 day	1.00 day

Preboarding Allowance

If actual arrival time at departure (home) airport will result in additional M&IE for departure day, employee may claim a preboarding allowance up to 3 hours for domestic/international trips and up to 90 minutes for inter-island trips (based on work-only itinerary). Check box if you wish to claim this allowance.

Airfare

Economy class on commercial air carrier via the most direct route.

Seat upgrades (Economy Plus, Extra Comfort, Premium Economy, etc.) and cabin upgrades to higher class of service (Business, First, etc.) is at the traveler's own expense.

If trip includes personal time and/or seat/cabin upgrades, comparison economy class itinerary with comparison pricing for reasonable work-only departure/return dates/times is required.

Special regulations apply when traveling internationally on Federal funds. Please consult your CIMAR Administrative Contact before making any international airfare purchases on your own.

Baggage

If more than 1 piece of baggage will be checked per direction, please include explanation in notes section.

For same-day inter-island travel, please include explanation for all baggage charges in notes section.

Car Rental

Please attach confirmation.

Please reserve economy or compact class vehicle. When larger vehicle is needed, please provide explanation in notes section.

If larger vehicle is rented for personal preference, a comparison of the cost of an economy or compact class must be attached. Traveler is responsible for the difference in cost.

Lost Damage Waiver (Collision Damage Waiver) can only be reimbursed for out of state rentals. Do not elect this coverage for rentals in Hawaii. All other insurance offered by rental car company cannot be reimbursed in any location.

Destination Parking

Include estimated parking at hotel and at business locations where rental car will be parked.

Home Airport Parking

Honolulu Airport parking is \$18.00 per 24-hour period.

Mileage

For mileage claims to/from airport at home (origin) location.

On work days, claim must be reduced by normal commuting distance between home and work unless departing from work.

Conference Registration

Please attach confirmation.

If becoming a member of the organization convening the conference or meeting makes it more economical to attend the conference due to a reduced registration fee, please provide documentation with pricing comparison.

Meals offered that are optional or at an additional cost is at traveler's own expense and designated portion of M&IE allowance for corresponding meal period will be reduced.

Optional social activities at traveler's own expense.

Requested Advance Amount

If not requesting advance, leave blank.

Advances cannot be released earlier than 30 days prior to departure.

Issuance/receipt of travel advances cannot be guaranteed prior to departure if Travel Request is turned in less than 10 days prior to departure. Exceptions may be made for emergency travel.

Advances are limited to substantiated lodging, rental car, and conference fees, in addition to estimated meals and incidentals (M&IE) allowance. Exceptions may be made in unusual circumstances. Please see your CIMAR Administrative Contact.

For inter-island travel, please provide explanation in notes section if trip is less than 4 days and advance is requested.