

JIMAR TRAVEL COMPLETION FORM

To ensure timely processing of your travel completion reimbursement, please submit your travel completion and supporting receipts to your JIMAR Administrative Contact within 7 days of returning from your trip .

Employee Name: _____
Contact Phone: _____
Email Address: _____

Departure Date: _____ Time: _____
Return Date: _____ Time: _____
Personal Day(s): _____

? JIMAR Project Number(s): _____

? **Itinerary:**

Notes/Other Comments:

? **Actual Expenses**

? Lodging (and cleaning fees): _____ nights	_____ nightly rate w/ taxes
? Resort Fee (if applicable): _____ nights	_____ nightly rate w/ taxes
? Meals and Incidentals (M&IE): _____ 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: _____	

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

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

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

(Continued on next page.)



Home Airport Parking: _____



Mileage: _____ miles (will calculate from table below)

Date	From	To	Miles

I hereby certify that the above accounting is a true and correct record of mileage on my personal automobile used in the performance of my official duties in accordance with the RCUH rules and regulations governing official travel and transportation expenses. I further certify that I carry the minimum liability insurance as required by the Hawaii No-Fault Law with:

Insurance Carrier: _____

Policy Number: _____

Expiration Date: _____



Conference Fee/Registration: _____

PAID WITH PURCHASE ORDER OR PCARD

Other (Provide Description): _____

Other (Provide Description): _____

Other (Provide Description): _____

No Receipt Certification:

Except for M&IE, receipts are required for all expenses. This section to be used on exception-only basis:

I certify that each individual expense under \$75 listed above, for which no receipt or other proof of payment is available was used for the conduct of official business.

The total amount of these expenses is: _____

The above statement DOES NOT apply to:

- 1) Lodging expenditures (an itemized receipt is required regardless of the amount).
- 2) Expenses \$75 or greater (a receipt or other proof of payment is required).

I certify that all expenses claimed in this report have been incurred and expended for the purpose of the above-mentioned travel, in accordance with applicable policies and procedures, federal rules and regulations, and applicable State laws. The expenses have not yet been, and will not again be, submitted to RCUH or any other organization for reimbursement or for tax purposes.

Employee's Signature: _____

PI or Supervisor's Signature: _____

Check box to request JIMAR Administrative Contact provide final total travel costs to PI/supervisor once travel documents have been reviewed.

Instructions/Hints for Completing Form:

JIMAR Project Number(s)

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

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

Actual Expenses

Each JIMAR 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 JIMAR Administrative Contact for guidance.

Lodging (and cleaning fees)

Attach hotel folio showing hotel charges itemized by day.

Folio must show a zero balance or proof of payment must also be provided (copy of bank or credit card statement, etc.)

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.

M&IE Calculation

Time of Departure/Return	Allowed on Day of	
	Departure	Return
12:01 a.m. - 6:00 a.m.	1 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 day

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.

Baggage

If more than 1 piece of baggage was checked per direction, please include explanation in notes section (if not already explained on Travel Request).

For same-day inter-island travel, please include explanation for all baggage charges in notes section (if not already explained on Travel Request).

Car Rental

Final rental bill must show a zero balance or proof of payment must also be provided (copy of bank or credit card statement, etc.).

Initial rental agreement with estimated charges at time of vehicle pick up is not sufficient as a bill/receipt.

Reimbursement is for economy or compact class vehicles. When renting larger vehicle, please provide explanation in notes section (if not already explained on Travel Request). If rental company provided a larger vehicle at no charge, please include statement in notes section.

Gasoline

If gas receipt prints with "REPRINT" notation, include statement that a duplicate receipt was requested from cashier as original receipt did not print at the pump.

Destination Parking

Please provide receipts for all parking charges incurred while on travel.

Taxis and Shuttles

Tips/gratuities itemized separately on receipt cannot be reimbursed and is part of M&IE allowance.

Home Airport Parking

Please provide a receipt for parking at airport.

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

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 (if not already provided with Travel Request).

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.