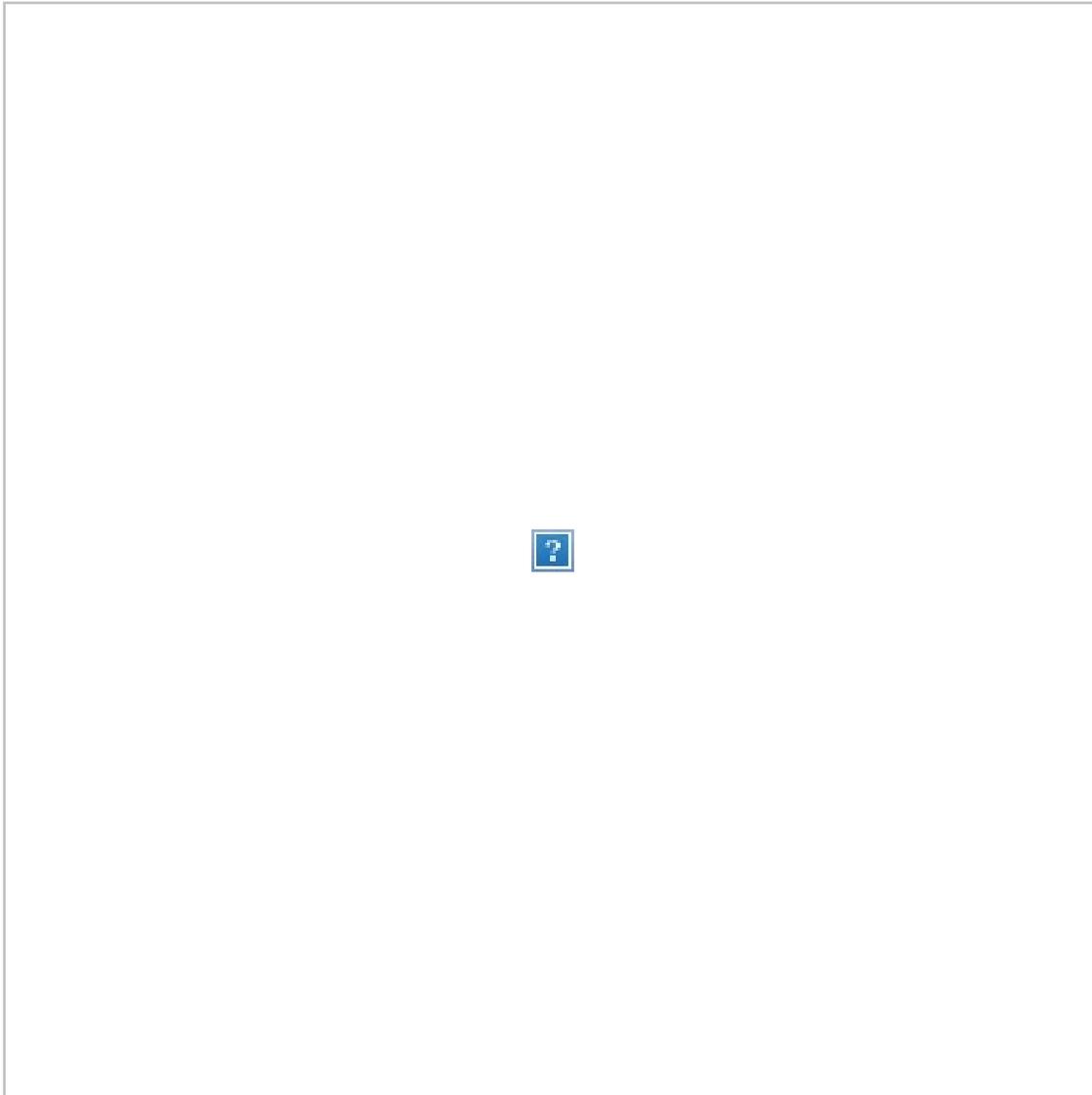


**Subject:** This Week at UH O'ahu for the Week of June 10, 2019  
**From:** UHWO Communications Department <UHWOcomm@hawaii.edu>  
**To:** uhwo-all-l@lists.hawaii.edu  
**Date Sent:** Monday, June 10, 2019 8:46:23 AM GMT-10:00  
**Date Received:** Monday, June 10, 2019 8:41:49 AM GMT-10:00  
**Attachments:** Travel Attachment A - FAQs (updated 052419).pdf

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Week of June 10, 2019

**It's Hurricane Season. Please take time to sign up for UH Alerts**

The National Weather Service is forecasting there may be five to eight tropical cyclones in the Central Pacific during this year's Hurricane Season, which runs from the start of June through November. Faculty, staff and students are urged to sign up for UH Alert so they can receive emergency text alerts. You can sign up for, or check whether your contact information is up-to-date here: [www.hawaii.edu/alert/](http://www.hawaii.edu/alert/) There is also the Pacific Disaster Center's Disaster Alert desktop version (<http://go.hawaii.edu/GhS>) and app (iOS at <http://go.hawaii.edu/RhG>) with updated information.

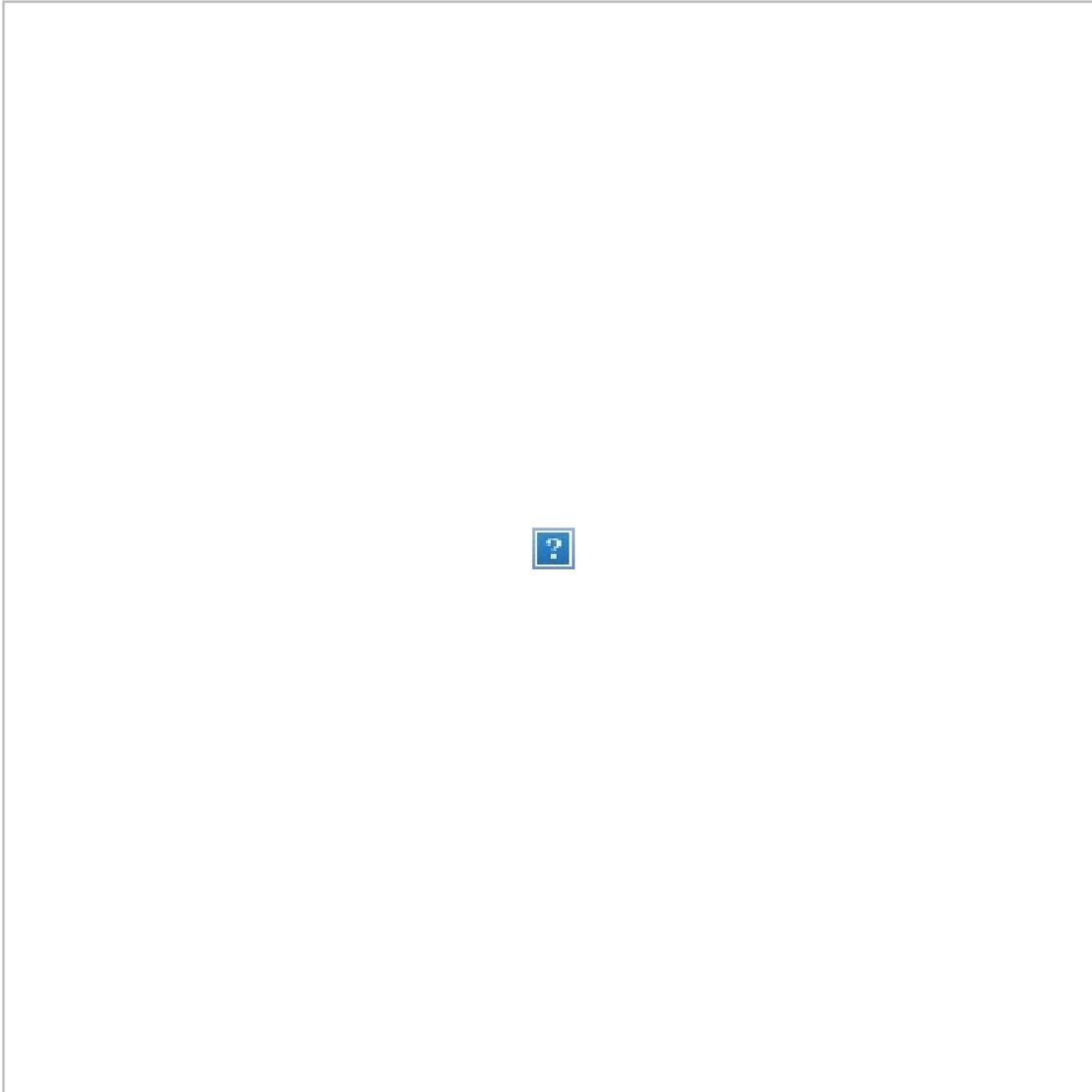
Notifications affecting UH campuses will be posted on the emergency information webpage, as well as on social media: UH emergency information website <https://www.hawaii.edu/emergency/>

### **Campus closed for King Kamehameha I Day holiday tomorrow, June 11**

The campus will be closed tomorrow for a state holiday, King Kamehameha I Day. The holiday is observed each year on the 11th day of June.

### **May Anniversary: Duane Fujiwara**

Congratulate Duane Fujiwara, who is an instructor and works in Student Support, if you see him on campus. He celebrates 30 years with the UH System this month.



### **Does UH West O'ahu need a Behavior Intervention Team?**

Behavior Intervention Teams (BITs) can be found on many college and university campuses these days. BIT groups are operating on small campuses such as [Gallaudet University](#) to some of the country's largest schools, campuses such as [University of California, Los Angeles](#).

UH West O'ahu has a relatively safe campus and the BIT is an effort to maintain a safe environment where people can work and learn. The BIT Team's work is confidential but in its less-than two-year existence has considered cases of violence in a classroom, distraught students who possibly could harm themselves, and persons with bizarre behavior and disjointed thoughts. The BIT works to neutralize problems and provide help to the person. For more on BIT: <https://westoahu.hawaii.edu/compliance/behavior-intervention-team/>



**Have questions about business travel while at UH West O’ahu? There’s a FAQ**

Business Affairs has updated its travel FAQs included in Lulima (and attached below) based on recent questions received and updates received from Disbursing and Procurement offices. Also, as a friendly reminder, for travel that includes both business and personal travel, please ensure that your airfare quotes (for comparison purposes--i.e., business only vs. business + personal) are made on the same day.



*Keone'ae (UH West O'ahu) rail station rendering courtesy Nan, Inc.*

### **Rail station work continues; to affect traffic on Kualaka'i Parkway near campus this week**

*Work on the Keone'ae (UH West O'ahu) rail station will affect traffic near the campus this week, according to station contractor Nan, Inc. This includes:*

- *One northbound lane will be closed between Keahumoa Parkway and Farrington Highway from 8:30 a.m. to 3 p.m. One through lane is to remain open.*
- *One or two southbound lanes may be closed between Farrington Highway and Keahumoa Parkway from 8:30 a.m. to 3:00 p.m. At least one through lane is to remain open.*

Note: There will be no work on Tuesday, June 11, as Kamehameha Day is observed

### **Distance Learning tip of the week - Redact sensitive data from a PDF**

Adobe Acrobat DC allows users to view, print, and annotate PDFs. Adobe Acrobat Pro DC. The ITS Site License Office is now providing licenses for Adobe Acrobat Pro DC to all University of Hawaii faculty and staff. Adobe Acrobat DC can be used to redact sensitive information in PDFs. To do so, you will open the file in Adobe Acrobat DC and use the Redact tool. This tool will allow you to redact text and images that need to be obscured. You can find step-by-step instructions on the Adobe Acrobat DC site. You can find more tech tips on the Office of Distance Learning's microsite.

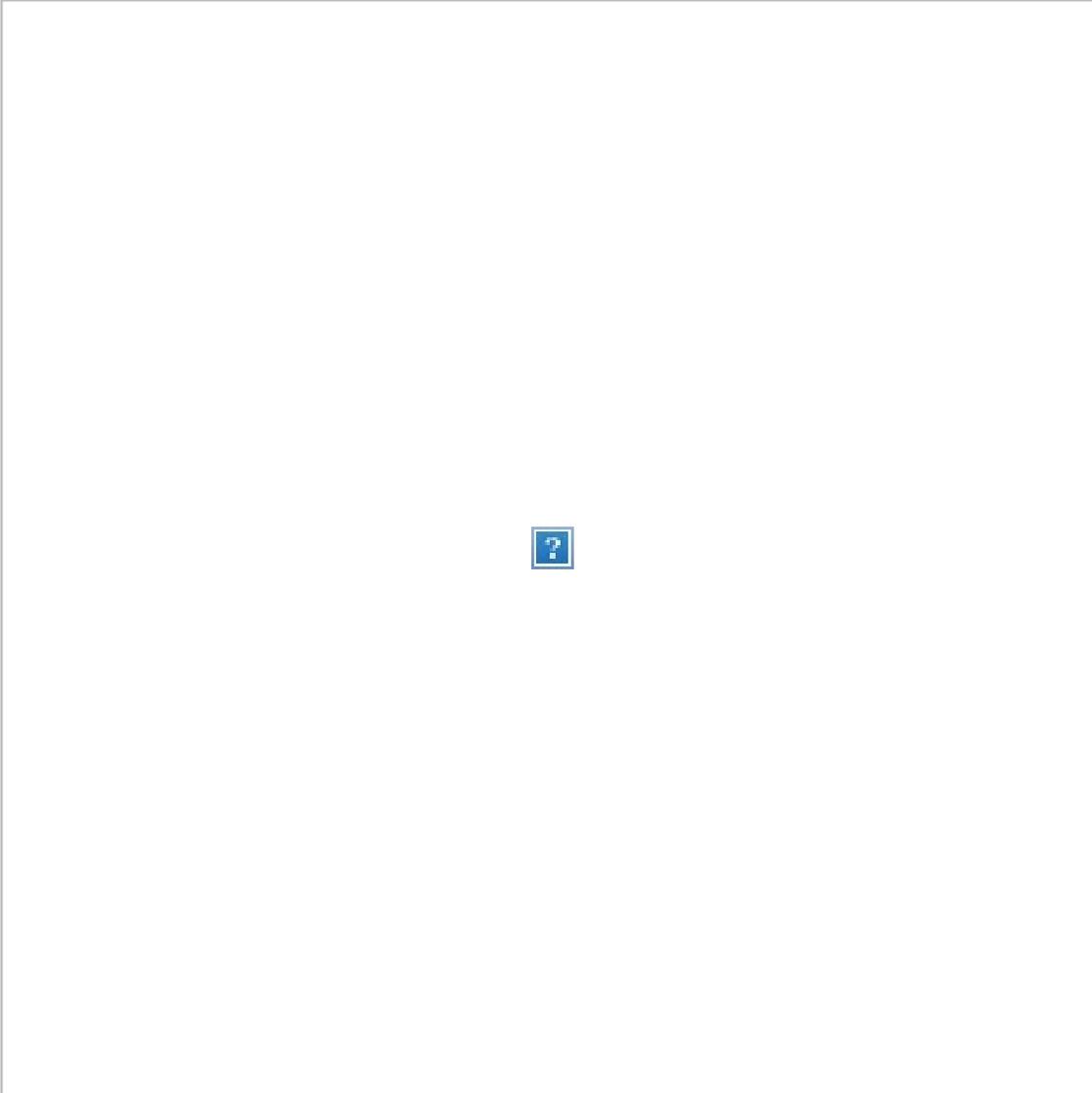
### **UH West O'ahu in the News**

- [Hawai'i Business Magazine, June 1](#): The Administration and Health Science building is among the 2019 Distinguished Entries for the Kukulu Hale Awards.

*\*UH West O'ahu students, faculty, and staff have complimentary access to the Honolulu Star-Advertiser's digital subscription via a new program exclusive to the campus.*

To activate, enter your [hawaii.edu](mailto:hawaii.edu) email at [staradvertiser.com/academic-pass](http://staradvertiser.com/academic-pass).

## News from [E Kamakani Hou](#)



### **Reaching across the water: UH West O'ahu students graduate on the neighbor islands**

Among the more than 300 UH West O'ahu students receiving degrees and certificates at the end of the Spring 2019 semester were dozens of graduates who rarely, if ever, stepped onto the Kapolei campus. [\[Read More\]](#)

### **UH West O'ahu's Mabalot visits Capitol Hill to talk about student research program**

UH West O'ahu student Destiny Mabalot was on Capitol Hill in May, visiting the offices of senators and representatives to update them on the importance of a program supporting student research projects. [\[Read More\]](#)

### **AHS Building's green design to be showcased, examined during late June tour**

The Administration and Health Science Building's sustainable design and attributes will be examined during a tour later this month that is organized by the [U.S. Green Building Council Hawai'i](#) and its partners. [\[Read More\]](#)

## **UH West O'ahu Calendar of Events**

**Monday, June 10**

- Pueo Fitness Center closed

**Tuesday, June 11**

- King Kamehameha Day holiday

**Wednesday, June 12**

- [First Summer Session last day](#) to withdraw with no refund and a “W” grade

**Thursday, June 27**

- UH West O’ahu Bookstore closed for inventory

**Friday, June 28**

- [First Summer Session](#) last day of instruction
- UH West O’ahu Bookstore closed for inventory
- [Kumu Ola](#) summer bridge program concludes. For incoming O’ahu freshman interested in pursuing a health-related degree. Began June 3.

**Saturday, June 29**

- [7th Annual Hire Leeward Job and Career Fair](#). More than 70 employers. Great Lawn.

**Sunday, June 30**

- [FAFSA Application](#) period for 2019-2020 year closes.

**Monday, July 1**

- [Second Summer Session](#) first day of instruction
- [Second Summer Session](#) final application deadline.
- [2019 Fall Semester final application deadline](#). Late applications may be accepted after final deadline as non-degree unclassified applicants.
- [‘Ike Ola Pathways to Health Careers](#) program break until July 7th.
- [Federal Deadline for online FAFSA](#) forms.

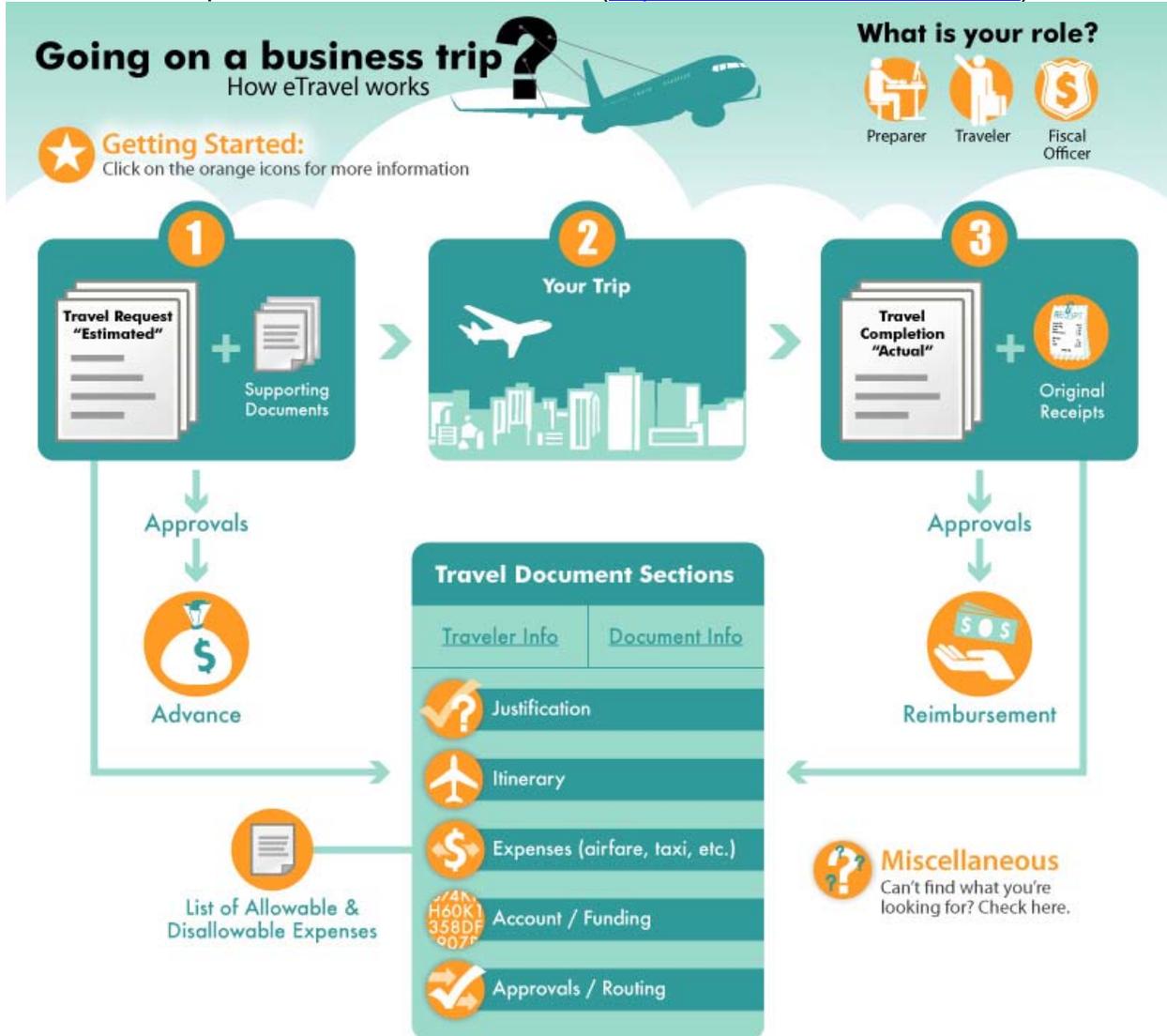
*The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department’s [Communications Request Form](#).*



University of Hawai'i - West O'ahu  
[91-1001 Farrington Highway, Kapolei, Hawai'i 96707](https://www.westohu.hawaii.edu)  
ph: 689-2800 | [westohu.hawaii.edu](https://www.westohu.hawaii.edu)

## FREQUENTLY ASKED QUESTIONS

1. Can you provide me a flowchart of the travel process?
  - The attached represents a pictorial diagram of the general travel process and was adapted from the eTravel website (<https://www.hawaii.edu/etravel/>).



2. Are boarding passes required?
  - No, boarding passes are not required. However, boarding passes may assist in substantiating certain claims, such as providing support for delays.
3. Do I have to reflect my personal days in my travel?
  - Yes, personal days should be clearly stated in the "Justification" section of the travel in addition to the itinerary portion of the travel. Please note the actual personal days to be taken.

## FREQUENTLY ASKED QUESTIONS

4. I would like to attend a conference; however, I'm awaiting determination by the Budget Resource Committee (BRC) to approve the funding of the conference. What do I do?
  - Please contact your departmental administrative staff. A travel request/advance should be completed as a "No Cost Travel." A "No Cost Travel" means that the traveler will be responsible for the entire cost of the trip—whether the trip is funded by the BRC or not. If the BRC approves the travel award, the travel funding may be either amended on the travel request/advance or changed on the travel completion for the employee to be reimbursed up to the maximum amount based upon UH policy.
5. Is it a requirement to submit three airfare quotes if I'm traveling for business only?
  - No airfare quotes are required if the airfare is less than \$2,500 and is the most direct and economical fare (coach class).
6. What is the procedure if another UH campus is funding my trip and there is no travel costs to UHWO?
  - Prepare a travel request/advance as appropriate. When creating the travel request/advance, change the "Payment and Funding" section of the travel to the department that will be funding the trip. NOTE: The FO code should not be 00029, as this code may only be used when charging a portion or all travel costs to UHWO.
7. What is ePayment and is it required to be used?
  - No, ePayment is not required to be used. However, the use of ePayment is encouraged because reimbursements will be received faster by employees and also provides cost saving to the University as not check in required to be issued.
  - ePayment is a secure web interface for UH employees, which allows reimbursements for University expenses (e.g., mileage, travel, etc.) to be electronically deposited to the employee's bank account. Additional information regarding ePayment may be found at <http://www.hawaii.edu/epayment/>.
  - Those who utilize RCUH may also consider using RCUH's ePayment program (effective December 11, 2017).
8. My travel request/advance was approved and now I can ticket travel expenses. My wife booked my airfare on her credit card. What do I do?
  - Provide a written statement on the receipt stating how the credit card holder is related to the employee (e.g., "The credit card holder is my wife and she charged the airfare cost of \$714.52 to her credit card on my behalf."). The receipt and/or credit card statement would serve as the proof of payment. For instances where the person incurring the cost is not the employee's spouse, the employee and person incurring the travel cost should both certify a written statement indicating that reimbursement was paid/received by the employee/person incurring the cost.

## FREQUENTLY ASKED QUESTIONS

9. I lost my taxi receipt. Can I still get reimbursed?
  - Yes, you may still get reimbursed. Complete form “DISB-4D” ([http://www.fmo.hawaii.edu/travel\\_services/docs/DISB-4D.pdf](http://www.fmo.hawaii.edu/travel_services/docs/DISB-4D.pdf)), which may include missing receipts limited to \$75 per receipt (excluding lodging). Reimbursement of lodging requires receipt submission.
10. My travel spans from the end of October to the beginning of November and there are different Federal Allowable Rates (FAR). What do I do?
  - If the Federal Allowable Rates are not the same for lodging and meals and incidentals (M&IE) for October and November, you will need to create two separate travel “legs”—1) departure date through October 31 and 2) November 1 through your departure date. By including separate legs in your itinerary, you will be allowed to input the different FAR rates for October and November. If the FAR rates were the same for October and November, separate legs are not required.
11. I would like to attend a conference for business purposes and would like to take personal time before or after my conference. What do I do?
  - Please work closely with your departmental administrative staff for assistance. A travel request/advance with the necessary supporting document should be submitted, which includes estimated dates of your conference and personal time. Two airfare itinerary quotes will be required (one quote for business only and second quote for business and personal obtain on the same day). Lodging, meals and incidentals (M&IE), and any other travel expenses will be reimbursed to the employee for the business only portion only. As a reminder, the PCard may not be used to pay for airfare and the Hawaiian Airlines Corporate Account may not be used for travel that includes personal time.
12. I heard that UHWO has a Budget Rent a Car account. Can I use this account if I’m traveling for business and personal purposes?
  - The Budget Rent a Car account is strictly for business purposes only. If you have business and personal travel, you can only use the Budget Rent a Car account for the business portion only and return the vehicle and re-rent the vehicle under a separate confirmation under traveler’s name and paid using the traveler’s personal funds.
13. May I use a third-party online travel provider (e.g., Travelocity, Orbitz, etc.) to book my travel accommodations (airfare, hotel, etc.)?
  - Yes, you may use a third-party online travel provider. Retain and provide receipts from the third-party travel provider and other supporting documents (invoice, hotel folio, etc.) received directly from the airline, hotel, and/or car rental company. NOTE: Review receipts provided by the third-party online travel provider to ensure that sufficient documentation is included to justify adherence

## FREQUENTLY ASKED QUESTIONS

to travel policies/guidelines (e.g., airfare ticket class is “economy,” the hotel room is a “standard” room, price per hotel night is indicated, etc.). Additionally, a copy of the hotel folio is required.

14. Why do I have to wait for the Business Office to approve my travel request before I incur any travel related costs, such as airfare and conference registration fees?
  - The Business Office will determine that sufficient funds are available for the anticipated trip and that University, State, and Federal policies, rules and regulations are being followed. Receiving the Business Office’s approval prior to incurring travel related costs will also help alleviate the risk of the traveler unknowingly incurring unallowable costs that they become personally liable for. As a side note, the system Disbursing Office audits over 50% of travel processed through the University.
  
15. How do I process travel for a student?
  - The method of processing travel for students depends on the purpose of the trip as noted below:
    - If the trip is to further the education and training of the student in his/her individual capacity (i.e., personal benefit for the student), then the travel expense would be treated as a scholarship/fellowship or a “non-qualified” travel. The actual total travel expenses incurred by the University (including airfare, hotel, M&IE, ground transportation, conference registration fee, etc.) is considered “income” and therefore taxable to the student. The travel expenses will also be reported to Financial Aid. Travel may be processed either through the following:
      - Travel stipend – Estimated cost of the trip will be determined and processed via a Disbursement Voucher (DV); WH-1 will also need to be prepared for each respective student. The respective award letter will also need to be attached, which indicates what the travel stipend is for (e.g., name of conference) and amount. Additionally, the award letter should also indicate that the student is responsible for making and paying for all travel arrangements.
      - Third-party payment (e.g., airfare, lodging, etc. paid on behalf of the student) – Travel worksheet (contact the Business Office for template) will need to be prepared for each third-party payment processed; WH-1 will also need to be prepared for each respective student. Both the worksheet and WH-1s will need to be attached to the respective purchasing document.
    - If the trip is related to University business (i.e., the University receives the primary benefit of the travel), then the travel would be considered a “qualified” travel and a manual travel form (DISB-4) would be prepared. Disbursing requires documentation evidencing how the student’s travel benefits the University. This documentation must be provided with the

## FREQUENTLY ASKED QUESTIONS

travel form and/or any third-party payments. Examples of possible documentation include the following:

- Award letter evidencing the selection process (i.e., how student was selected for travel) and how the student's travel will benefit the University (e.g., leadership workshop that the student will be holding for all students based on skills learned from the conference).
- Brochure or flyer indicating that the conference is a Chartered Student Organization (CSO) Student Body activity.
- CSO meeting minutes indicating approval of the conference and discussion on how conference benefits the University.

16. Am I able to use a private car service instead of a taxi (or shuttle) for transportation to/from the airport to my hotel (business destination)?
  - Yes, you may use a private car service; however, the University will only reimburse the employee up to the taxi fare (average traffic) for the equivalent destination. Use [www.taxifarefinder.com](http://www.taxifarefinder.com) to obtain a taxi fare estimate and include with your supporting documentation to prepare your travel completion report.
17. If a PCard or purchase order was used to pay for my airfare, do I still need to provide/upload my actual airline receipt (evidencing actual flight information) and update my Travel Completion report accordingly?
  - Yes, although a PCard or purchase order was used to pay for your airfare, Disbursing requires the actual airline receipt evidencing your actual flight information (date, time, destination, etc.). This is used to substantiate your actual M&IE.
18. Can I use my PCard for non-employee travel costs?
  - No, a PCard may not be used for non-employee (e.g., UH Foundation, students, faculty recruits, etc.) travel costs due to potential tax reporting implications.
19. When is a no-cost travel document completed and why do I need to complete it?
  - A no-cost travel document is completed when an employee is traveling for official University business, but the University is not paying for the trip as it is being funded by another organization or institution.
  - A no-cost travel follows similar procedures as other travel (i.e., starts with a Travel Request and ends with a Travel Completion), but does not route to the Business Office for approval, as there is no payment associated with the travel.
  - The approved no-cost travel provides documentation that the traveler has been authorized to go on their respective travel and also provides a mechanism to identify employees traveling in the area of a disaster. Additionally, in accordance with Chapter 386, HRS (Hawai'i Workers' Compensation Law) and HAR Title 12, Chapter 10 (Workers Compensation), University employees who are traveling on

## FREQUENTLY ASKED QUESTIONS

official business with approved travel documentation on file will be covered should an incident occur while on their trip.

20. Do I have to complete the “Justification” field in the Travel Request? If yes, what information is required and who is responsible to review my documentation for sufficiency?
- Yes, you must include documentation in the “Justification” field on the Travel Request. Travel documentation should explain the purpose of the travel (i.e., what are you attending—e.g., name of conference; where it is located; when is it—e.g., dates of conference; why you are attending—e.g., presenting a paper). Additionally, the “Justification” should include how the travel will benefit the University (for travel funded with institutional funds) and/or how the travel will assist in meeting objectives of the respective grant/award (for travel funded with extramural funds) in a clear and concise manner (i.e., direct and “to the point”). Finally, the “Justification” should also include personal days, if applicable. The traveler’s supervisor and/or respective grant/award Principal Investigator (depending on funding source) is responsible for reviewing the “Justification” to determine sufficiency.
  - The following is an example of an appropriate “Justification” (for travel funded with institutional funds): “The traveler will be attending the National Council of University Research Administrators (NCURA) annual conference held in Washington D.C. on August 1-4, 2019 for professional development and networking with other research administrators from universities throughout the nation (including other University of Hawai’i campuses). The traveler will also be taking personal travel days from August 5-6, 2019.”
  - The following is an example of an appropriate “Justification” (for travel funded with extramural funds): “The traveler will be attending the National Council for Community and Education Partnerships (NCCEP)/GEAR UP annual conference held in San Francisco on July 14-16, 2019. Travel cost for this conference is included in the budget approved by the sponsor and attendance by the traveler is a mandatory requirement of the grant.”
21. In my Travel Request, I had initially indicated that I would be renting a car through the Budget corporate account (purchase order was issued); however, subsequently cancelled my reservation and used taxi/Uber services instead. Is there any additional documentation needed on my Travel Completion report?
- On your Travel Completion report (in the notes/attachments section), indicate that the purchase order was cancelled for the rental car because the traveler decided to utilize taxi/Uber service instead.