

AUTHORIZATION FOR INTER-ISLAND/INTRA-ISLAND TRAVEL WITH NO  
PER DIEM ADVANCED

(In accordance with RCUH Policy, all PCSU  
employee's/volunteer's travel must be pre-approved.)

Traveler's Name \_\_\_\_\_

Employee# \_\_\_\_\_ Title \_\_\_\_\_

Date of Departure \_\_\_\_\_

Date of Return \_\_\_\_\_

Itinerary \_\_\_\_\_

Same Island Remote Area Camping Trip? (check one) Y [ ] N [ ]

Purpose of Trip \_\_\_\_\_

Request subsistence

Request full per diem (more than one-day trip)

RCUH credit card for car rental (submit original receipt with Travel Completion Report)

Personal credit card for car rental (submit original receipt)

Personal days taken during trip (dates) \_\_\_\_\_

Request airline coupons

P.O. request for \_\_\_\_\_ (# \_\_\_\_\_)

All travel expenses paid by another agency.

Fax (808) 956-4710 or e-mail Dana Fukata ([dfukata@hawaii.edu](mailto:dfukata@hawaii.edu)) the completed form at least 10 days prior to trip. The form is available on-line at <http://manoa.hawaii.edu/hpicesu/forms.htm>

Traveler's Signature \_\_\_\_\_ Dated \_\_\_\_\_

Approved by \_\_\_\_\_ Project # \_\_\_\_\_

Supervisor Signature