

**INTER-ISLAND TRAVEL WITH PER DIEM ADVANCED
FOR RCUH/PCSU EMPLOYEES FOR 4 OR MORE DAYS**

(This information must be submitted about 10 days
prior to trip for online processing/submittal)

Traveler's Name _____

Employee # _____ Title _____

Departure Date _____

Return Date _____

Purpose of Trip _____

Itinerary _____

Check mailing address: _____

Personal days taken during trip (month and date/city, state)

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

Using personal credit card for car rental (submit original receipt with Travel Completion)

P.O. request for () Conference fee () Car Rental () Other _____

For purchase orders (P.O.) please provide vendor's name and address, description of purchase, subtotal, taxes, fax and telephone numbers of vendor, contact person (if available).

Request airline coupons

Other request _____

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

Traveler's Signature _____ Date _____

Supervisor's Signature _____ Project Number _____