Guidelines for Travel Funded by the Office of the President for Academic Planning and Policy (OVPAPP)

**Event:**  Academic Advising and Transfer Network Conference

**Date:** Friday, September 20, 2019

**Location:** Kapi‘olani Community College

**Travel request/completion documents**

Please route your travel documents through your campus fiscal office.

**Cost to be covered by OVPAPP**

* Ground transportation: OVPAPP will book car rentals and coordinate carpool groups. Please contact Sarah Cockett (sarahc@hawaii.edu). If a car rental will be booked under your name as a driver, note that OVPAPP will pay via PO but do not list the expenditure amount as a line item on your eTravel Request.
* Air transportation: Sarah Cockett will also book all flights.

**Costs NOT covered by OVPAPP**

* M&IE: Breakfast and lunch will be provided. If travelers claim M&IE, their campus is responsible for the cost. Please check with your campus to confirm whether it will cover M&IE.
* Parking: If travelers claim parking, their campus is responsible for the cost.
* Lodging: Same day meeting, no lodging.
* All costs associated with any extension of this business trip, i.e., personal travel.
* Any changes to a confirmed itinerary that incurs a change fee(s)/cancellation fee(s) will not be covered by OVPAPP and must be paid for by the individual or the individual’s department/home campus.
* Registration fee: If approved, campus is responsible for the cost

**Information Needed for Travel Requests and Completions**

FISCAL ACCOUNT CODES  
Please use the following fiscal codes when filling out requests/completions:  
Business office access: 00014 - VP Budget &amp; Finance/CFO (for eTravel only)  
Document FO code: 00014 (for eTravel only)  
Source of funds: SW-1157012

TRAVEL REQUESTS & COMPLETIONS

Upload all documentation in the "Attachment section," one item per attachment; (ie: airfare, care rental confirmation, agenda, etc.)

Please **AD HOC ROUTE TO "sarahc",** Sarah Cockett

Mail rental car receipts to Sarah Cockett at the following address:

Office of the VP for Academic Planning & Policy

Attn: Sarah Cockett

1633 Bachman Place, SA 1-7

Honolulu, HI 96822