

MULTIPLE DESTINATION/MULTIPLE FEDERAL RATE WORKSHEET (FMIS-4B)

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PURPOSE:           **To identify multiple destinations and corresponding business travel days, bargaining unit rates and federal rates for tax calculation purposes on FMIS-4C.**

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DATA ITEM	COMPLETION INSTRUCTIONS
	All applicable fields must be completed. Refer to APM A8.851 for detailed policies and procedures. If using PDF form, certain fields automatically calculate; these fields are noted by an "*" .
T	Enter the numeric portion of the travel document number assigned to the Employee Travel Form.
BUSINESS DESTINATIONS	List initial city departing from Hawaii.
DEPARTURE DATE AND TIME	Enter the date and time of departure from Hawaii.
DEPARTURE QUARTERS	Each quarter day time period is represented by numbers 1-4 and is located below the Departure/Time column. Each block relates to a quarter of the day within a 24-hr period beginning from 12:01 a.m. Using your mouse, click on the block that correlates to your initial departure time, e.g. 7:00 a.m. falls in the 2 <sup>nd</sup> quarter of the day, click on block 2. The quarter days on the initial departure day are to be added to the 1 <sup>st</sup> business destination. In this example, add 3/4 day to the 1 <sup>st</sup> business destination.
ARRIVAL DATE AND TIME	Enter the date and time of arrival for each individual business destination and personal stop. Use the dates as reflected on the flight schedule/itinerary. (Do not attempt to convert time to Hawai`i Standard Time).
BUSINESS DESTINATIONS	List all business destinations and personal stops (city, state, country). <b>Do not list stopovers.</b>
DEPARTURE DATE AND TIME	Enter the date and time of departure for each business destination. Use the dates and times as reflected on the flight schedule/itinerary. (Do not attempt to convert time to Hawai`i Standard Time).
DEPARTURE QUARTERS	A visual method of calculating partial business travel days to the nearest quarter is available to assist in the calculation of in-transit days using the departure times and final return time. Each quarter day time period is represented by numbers 1-4 and is located below the Departure/Time column. Each block relates to a quarter of the day within a 24-hr period beginning from 12:01 a.m. Using your mouse, click on the block that correlates to each departure time, e.g. 11:00 a.m. falls in the 2nd quarter of the day, click on block 2. In this example, add 1/2 day to the business destination listed on the same line.

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DEPARTURE QUARTERS (Cont'd)      The remaining 1/2 day shall be added to the next business destination listed on the next line and so forth. The final arrival time back to the original departure point shall be used to calculate the last preceding business destination.

As such, do **NOT** shade the departure time of the last business destination, shade only the return time. This assures the total business travel days shall not exceed the number of days on travel status, from the initial departure date and time to the final return date and time, using Hawaii Standard Time.

BUSINESS TRAVEL DAYS      Enter the total no. of business days including in-transit quarter days. Personal stops listed shall not be included in the total Business Travel Days. To calculate business travel days, you can either use:  
1. Hawaii Departure/Return Partial Day Per Diem & M&IE Schedule.  
2. Business Destination Partial Day Per Diem & M&IE Schedule.  
3. Departure Quarters (for the in-transit days) + whole days of travel.

TYPE OF ALLOWANCE - **LODGING**      Enter total cost of lodging including taxes or enter the # of Days and the Excess Lodging Daily Rate Paid. Traveler claiming lodging in excess of the B.U. base lodging shall be given a separate allowance for his total lodging and for M&IE. Attach receipts to support the lodging claim.

TYPE OF ALLOWANCE - **M&IE**      Enter the travel days for claiming meals and incidental expense allowance to the nearest quarter day and the applicable rate (total days x M&IE rate = total M&IE amount). M&IE allowance is generally provided for trips where individual quarters/lodging is made available to the traveler, either free of charge or handled as a separate expense. Attach conference brochure, correspondence, or other documentation which supports the M&IE calculation.

TYPE OF ALLOWANCE - **PER DIEM**      Enter the number of per diem days and per diem rate. Per Diem shall be used where lodging expenses are not handled separately. Attach conference brochure, correspondence, or other documentation which supports the per diem calculation.

# DAYS      Indicate the no. of days if applicable.

ACTUAL RATE PAID \$      Enter actual rate paid, if applicable. Normally this is the collective bargaining rate.

TOTAL PAID\* \$      System will calculate #Days x Actual rate paid or user may enter a total amount.

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FEDERAL HIGH/LOW, CONUS, OCONUS Enter applicable method to calculate Federal reportability/taxability for each business destination. The University has elected to use the High/Low method to calculate reportability/taxability for all travel within the continental United States during the calendar year. Travel's advanced/reimbursed the CONUS Federal City Rate may use the CONUS city rate to calculate taxability/reportability for all travel within the calendar year on an exception basis.

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FEDERAL HIGH/LOW, CONUS, OCONUS (Cont'd) Travel outside the continental United States shall use the specific OCONUS city rate. Click on the "Actual Rate Paid" or "FEDERAL" heading to move to Travel Web Site for Federal High/Low, CONUS, and OCONUS rates.

RATE \$ Enter the applicable Federal allowable per diem rate for High/Low, CONUS, OCONUS business destination.

COMMENTS Enter any further clarification necessary.

Total Business Days Claimed\* System will calculate the total business days claimed.

Total Paid\* System will calculate the grand total paid.