

PURPOSE: To record single/multiple intra state travel claims on a single, weekly, bi monthly or monthly basis

DATA ITEM	COMPLETION INSTRUCTIONS
	All fields must be completed unless noted otherwise. Refer to APM A8.851 for detailed policies and procedures. If using PDF form, certain fields auto-matically calculate; these fields are noted by an "*".
CAMPUS	Enter campus code.
SOCIAL SECURITY NO.	Self explanatory
LAST NAME, FIRST NAME, MIDDLE INITIAL	Self explanatory
DOCUMENT DATE	Enter date form prepared.
DOCUMENT NO.	Enter 6-digit document number after "T". First 3 digits, 3-digit Fiscal Officer code. Last 3 digits are the sequential control number assignment.
PG__ OF __	Enter consecutive page nos. and total page no.
B.U. NO.	Enter bargaining unit no. from personnel records.
P.R. NO.	Enter payroll no. from personnel records.
TYPE	Enter E (for Employee), NE (for Non-employee), RCUH , or Other (for Other State Agencies).
TRAVELER'S TITLE	Enter traveler's position/title.
DEPARTMENT	Enter name of initiating department. Note: Checks will be sent to the Traveler's department as indicated in OHR personnel files.
VENDOR CODE	Disbursing to assign 10-digit vendor code.
VOUCHER NO.	Disbursing to enter after data entry.
SINGLE CLAIM WEEKLY CLAIM BI MONTHLY CLAIM MONTHLY CLAIM	Select type of claim processed.
TRIP NO.	List trips consecutively from 1 forward, in chronological order. Note: One trip may take multiple lines.
DATE	Enter month/day/year of departure on one line and month/day/year of return arrival on a separate line.
TIME (DEPT/ARR)	Enter Departure time of initial take off on one line and Arrival time of Return on a separate line for each destination.

FROM	Enter City and/or Island departing.
TO	Enter City and/or Island arriving.
NO. OF DAYS	Enter total no. of days claimed to the nearest quarter day. Use separate lines for days of per diem, days of M&IE, days of excess lodging.
RATE	Enter rate set by collective bargaining for intra state travel. Use separate lines for different rates of per diem, M&IE and excess lodging.
PER DIEM	Enter the per diem total (no. of per diem days x per diem rate = per diem amount).
M&IE	Enter the M&IE total (no. of M&IE days x M&IE rate = total M&IE amount). Separate line may be needed if per diem is also claimed.
LODGING	Enter lodging total where actual lodging expenses are handled separately from per diem. Traveler may compute lodging total by entering the lodging days and the excess lodging rate and calculating the total or merely state the lodging as a single total. Lodging receipts shall be attached.
TRANSPORTATION & OTHERS	Enter total of Transportation and Other costs, e.g. car rental cost, taxi, etc. List on same line since no calculation of days x rate is needed. Applicable receipts and/or Receipt Summary Worksheet shall be attached.
TOTAL	Enter single total cost of per diem, M&IE, Lodging, Transportation & Others for each trip.
TOTAL CLAIM*	System will calculate total cost of all trips taken.
ACCOUNT CODE	Enter appropriate 6-digit account codes. May use " when repeating 6 digit account code.
SUBCODE	Enter appropriate 4-digit subcode. Note: Attach the Receipt Summary Worksheet if there are multiple expenses for lodging, transportation and other travel costs.
P/F/N	Enter "N" for direct payments. If a miscellaneous encumbrance has been issued, enter a "P" for partial payment or "F" for final payment (any remaining encumbrance will be deleted).
TOTAL*	System will calculate total amount of all account codes/subcodes.
SIGNATURE APPROVALS	Self Explanatory