

Instructions for Airfare Reimbursement

We will be processing reimbursement up to \$750.00 for roundtrip airfare to/from your residence and Honolulu (for those who did not use Panda Travel)

Please fill out the two forms below which are required by the University (be sure to type or print very clearly) and send by mail along with a copy of your itinerary, proof of payment (either stated on your itinerary that your credit card has been charged and showing the name of the credit card and the last 4 digits, or copy of the bank statement showing the charge), other documents, if any are required by the forms below.

Form and Instructions:

1. **Non-Employee Travel Expenses** http://www.rcuh.com/WebHelp/Attach_10_3-2009.pdf
 - a. Fill in Sections B (personal information) and C (itinerary and airfare)
 - b. You may leave “Project/BC” blank
 - c. Sign as “Claimant” and date

2. **WH-1** <https://www.hawaii.edu/fmis/pdf/wh1.pdf?popup=true>
 - a. U.S. citizens – Complete Sections A and E only (as instructed on form)
 - b. Permanent Resident Alien and All Others – Please refer to directions at the top of the WH-1 form. Additional documentation is required to process reimbursement.

Send To:

Teri Imanaka
Hawaii Center for Advanced Communications
University of Hawaii, College of Engineering
2540 Dole Street, Holmes 240
Honolulu, HI 96822

Ground transportation reimbursement is pending approval of additional requested funds.