

**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 28, 2018  
Location: Ko'olau Ballrooms and Conference Center

**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](mailto: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.

**Cost to be covered by Complete College America (CCA)**

- Air transportation: To book your airfare, contact National Travel Agency as indicated on your conference registration confirmation. On your eTravel Request, note that CCA will cover airfare but do not list the expenditure amount as a line item on your eTravel Request.

**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. Any additional airfare itinerary fees may be paid to Complete College America.