		Department:	Policy No.:
dh	HAWAII HEALTH SYSTEMS	Office of the President	ADM 0005
CORPORATION		Revision No.:	
ф	"Touching Lives Everyday"		5
	Policies and Procedures	Issued by:	Effective Date:
		President & CEO	April 14, 2011
Subject:		Approved by:	Supersedes Policy:
		Cara Von Comp	January 25, 2007
Travel (Inter-Island and Out-of- State)		HHSC Board of Directors By: Carol Van Camp Its: Secretary/Treasurer	Page: 1 of 3

- I. PURPOSE: To establish and define approval criteria for all business related travel within and outside the State of Hawaii by HHSC personnel.
- II. POLICY: All business related travel within and outside the State of Hawaii by HHSC personnel (civil service and exempt/excluded) or travel paid for by the regions or Corporate Office shall require the following approvals prior to commencement of the travel. Only travel deemed essential for program operations will be approved.

III. PROCEDURE:

A. Travel requests and expenses for inter-island travel by non-Executive Management Team (EMT) employees (employees other than the President & CEO [PCEO], Corporate VPs and Regional CEOs [RCEOs]) shall be pre-approved by the responsible HHSC EMT member/Designee on Attachment 1 (Request for Approval–Inter-Island Travel); pre-approval of inter-island travel and expenses by EMT members (Corporate VPs and RCEOs) shall be pre-approved by the PCEO/Designee or the respective Board Chair Designee (in the case of CEOs).

Out-of-state travel and expenses by non-EMT employees shall be pre-approved by the responsible EMT member/Designee; out-of-state travel and expenses by EMT members shall be pre-approved by the PCEO/Designee or respective Board Chair/Designee (in the case of CEOs).

- B. All requests for out-of-state travel should be submitted to the responsible EMT member/Designee, PCEO/Designee, or respective Board Chair/Designee, as applicable, a minimum of three weeks prior to travel with more lead time for processing being desirable. Emergency requests with less than three weeks' notice will be addressed on a case-by-case basis. Under no circumstances should any financial commitments for tickets, hotel, registration or other costs be made prior to receipt of approval for all out-of-state travel because it is possible that the request may be disapproved. A request for approval shall minimally include the following documentation (Attachment 2 (Request for Approval-Out-of-State Travel):
 - (1) Name and position (including name of facility);

- (2) Destination;
- (3) Dates of travel;
- (4) Details of anticipated reimbursable costs;
- (5) Justification for the travel; and
- (6) Description of other reimbursed trips taken by the employee during the current and past fiscal year.
- C. HHSC and its facilities will not be responsible for reimbursement of costs for any travel that occurs prior to or without the timely approval as specified herein. In such a case, the individual traveler will be responsible for all costs associated with the trip.
- D. All per diem and reimbursable expenses for civil service and exempt/excluded employees shall be paid for by the respective employing region or in the case of a Corporate Office employee, by the Corporate Office. If a facility requests that an employee from another region or the Corporate Office travel to its facility, the requesting facility shall pay associated travel expenses.

IV. REIMBURSABLE EXPENSES

- A. Civil Service and Exempt/Included Employees
 - 1. For employees included in collective bargaining, please refer to their respective bargaining unit contracts for per diem and lodging information. For employees who are in civil service but not in a collective bargaining unit, BU 13 rules apply.
 - 2. Requests for reimbursement of travel expenses with pre-approval of the appropriate EMT member for inter-island and out-of-state travel shall be made on Attachment 3 (Statement of Completed Travel).

B. Exempt/Excluded Employees

- 1. For exempt/excluded employees, please refer to the most current HGEA Bargaining Unit 13 contract, "Article 45 Travel" for all covered expenses and methodology of reimbursement and advances, with the exception of same-day travel. In accordance with the Governor's Administrative Directive No. 95-01, dated May 26, 1995 (Attachment 4), all exempt/excluded employees shall waive their per diem (meal allowance) for same-day neighbor island travel.
- 2. Reimbursement of travel expenses with pre-approval of the appropriate EMT member/Designee, PCEO/Designee, or respective Board Chair/Designee for interisland and out-of-state travel shall be made on Attachment 3 (Statement of Completed Travel).
- C. Business-Related Miscellaneous Expenses (with receipts) for All Employees
 - 1. Per diem rates are intended to cover lodging and meals. Additional reimbursement for business-related travel may be obtained as follows:

➤ With approval:

Telephone

Hosting Business Meetings, Excess Meal expenses where a business purpose required expenditure

Internet access fee

Fax fee Parking Laundry

Excess lodging

Other business-related expenses

Not allowed:

Alcoholic Beverages

Movies or entertainment expenses

Tips (Meal tips are included in the per diem; other tips

are not reimbursable)

Other business claimed expenses not pre-approved

D. Employee may waive any of the above expenses.

V. APPLICABILITY

- A. All HHSC employees
- B. For further travel information, please refer to the following SPO website:

http://hawaii.gov/spo/hawaii-public-procurement-code-chapter-103d-hrs/travel-services/?searchterm=travel

VI. AUTHORITY

A. HGEA & UPW Bargaining Unit Contracts

Attachments:

- 1. Request for Approval Inter-Island Travel
- 2. Request for Approval Out-of-State Travel
- 3. Statement of Completed Travel
- 4. Governor's Administrative Directive No. 95-01, May 26, 1995

TO:					D.	ATE:	
FRC	OM:	MA THE STATE OF TH			_		
Req	uest Ap	proval for the fol	lowing	inter-islan	d travel:		
1.	DATE	DATE(S) OF TRAVEL		a.			
				b.			
2.	DEST	INATION(S)					
		(-,					
_							
3.	PURP	OSE(S)		a.			
				b.			
				c.			
4.	ESTIN	MATED COST(S)		a.	\$		
				b.	\$		
				c.	\$		
				d.	\$		
r] Appro	oved	<u>г</u> 1	Denied		f 1	Let's Discuss
Ci~	- •	J. 104	L J		Data	i J	Fer a Diacnas
oigi	ned:				Date:		

HAWAII HEALTH SYSTEMS	Date:
"Touching Lives Everyday"	Facility:
Request for Approval - Out of State Travel	
Name:	Position:
Destination:	Travel Dates:
Anticipated Reim	bursable Costs
Airfare	
Registration Fee(s)	
Ground Transportation	
Per Diem:	
Excess Lodging	
Total	\$0.00
Justification for Travel (include copy of conference etc.):	e brochure, training/meeting announcement,
610.).	
Prior Reimbursed Out-of-State Travel (Current ar	d Past Fiscal Voor)
Thorresinbursed Out-of-State Traver (Outrent and	u i ast i istai i earj.
EMT Approval:	Date:
President & CEO or Board Chair Approval:	Date:

	STATEMENT C	OF COMPLETED	D TRAVEL	
Department: Division/Program:			Date:	
Select One:		ithin State ut of State		
In accordance with Section 7 traveled from <u>Kona – Hawai</u> i			ptroller's Rules and Regu	lations, I certify that I
Date of Flt. Departure:		Time:		
Date of Flt. Return:		Time:		
This travel was authorized b	у			
	Per Diem: Hotel computed separ Allowable Expenes:	ately for excess	per diem:	
Due State of Hawaii: Reimbursement due to me:				\$0.00 \$0.00
Claimant Name	Date			Date
			Approval	

	Departure Date	Return Date
2:01A.M. – 6:00 A.M.	1 day	1/4 day
1 A.M. – 12:00 Noon	¾ day	1/2 day
1 P.M. – 6:00 P.M.	½ day	¾ day
1 P.M. – Midnight	1⁄4 day	1 day

Hawaii Health Systems Corporation Statement of Travel Expenditure

Air Travel:								
	Date Airline:	s Flight			Departs	Arrives		
Kona -Oahu								
Oahu-Kauai								
Kauai-Maui								
Maui-Kona								
	Differe	nce in Fares	3				\$	-
	Chang	e Fee for					\$	-
					Air Travel To	otal:	\$	-
Per Diem								
	Air Travel Computation	Quarters	\$	-				
	1 Quarter = \$22.50 (inter island							_
	1 Quarter = \$36.25 (out of stat				Per Diem To	tal:	\$	я
	, , , , , , , , , , , , , , , , , , ,						, , , , , , , , , , , , , , , , , , , ,	
Other Allowable Expens								
	Conference		\$	-				
	Hosted Luncheons -							
	Parking							
	Parking at Hotel		\$	-				
	Telephone		\$	-				
	Hotel	Nights						
	Rent-a-Car	Day						
	Nent-a-Cai	Day	Alla	wahla E	xpenses Tota		\$	-
			IMIL	Wanie L.	Apenses rota		Ψ	-
Total Cost of Trip:							\$	-
Less Expenditures Char	ged or Prepaid by Compa	any:					\$	-
	Airfare		\$	_				
	Change Fee(s)		\$	-				
	Hotel		\$	_				
	Rental Car	Days	\$	_				
	Conference	. ,	\$	-				
	Breakfast (8% of 4 Qtrs)	Breakfast		_				,
	Lunch (12% of 4 Qrtrs)		\$	-				
	Dinner (20% of 4 Qrts)	Dinner	\$	-				

Comments:

Due Employee:

NOTE: Exempt/Excluded Employees will waive their meal allowance for same-day neighbor island travel (See Attachment 5 - Governor's Administrative Directive No. 95-01). If your meals were provided, do not charge HHSC for them (except if meals are included in conference programs, then you do not need to adjust the per diem).

\$

	STATEMEN	T OF COMPLETE	ED TRAVEL	-		
Department: Hawaii Health S Division/Program: Finance D			Date:	November 9, 2006	i	
Select One:	XX	Within State Out of State				
In accordance with Section 7 traveled from <u>Kona – Hawaii</u>			•	and Regulations, I ce	ertify that I	
Date of Fit. Departure:	November 1, 2006	Time:	6:28AM Depa	rture from Kona	4730.00) -1000.00	
Date of Flt. Return:	November 2, 2006	Time:	9:00PM Arriva	ıl in Kona		
This travel was authorized by	y Alice Hall on Octob	er 26, 2006.				
Per Diem: 8 Quarter Days [Meals Only] \$60.00 Hotel computed seperatetrley for excess per diem: \$270.18 Allowable Expenes: Parking and Milage Expensed on Mileage Report \$60.28						
Due State of Hawaii: Reimbursement due to me:		497) 	ingina. Wataning	<u></u>	\$0.00 \$390.46	

	Computation of departure and return da	ites
	Departure Date	Return Date
12:01A.M 6:00 A.M.	1 day	1⁄4 day
6:01 A.M. – 12:00 Noon	³⁄₄ day	½ day
12:01 P.M. – 6:00 P.M.	½ day	¾ day
6:01 P.M. – Midnight	¼ day	1 day
, granth day.	Sensor and the sensor	•

Alice Hall Director of Contracts Mgt. Approval

Date

November 9, 2006 Date

/s/ Joe Evanoff

Hawaii Health Systems Corporation Statement of Travel Expenditure

Air Travel:						
	Date	Airl Flight	Departs	Arrives		
Kona -Oahu	11/01/06	Ha\ HA107	6:28am	7:08am	\$	54.80
Oahu-Kauai	11/01/06	Hav HA123	7:27am	8:04am	\$	44.80
Kauai-Maui	11/01/06	Ha\ HA240	5:50pm	7:27pm	\$	84.90
Maui-Kona	11/02/06	Hav HA318	6:25pm	7:45pm	\$	114.00
		Difference in Fares			\$	-
		Change Fee for	48	nany anama Ny anaman	\$	-
		-	Air Travel To	tal:	.e/180es. \$	298.50
			15055500	eddystockware attatatatawatawi	A STATE AND A STATE OF THE STAT	

Per Diem	Air Travel Comput 7 1 Quarter = \$20.00	Quarters	\$ 140.00			·
			Per Diem T	Total:	logyr'	\$ 140.00
	•		4036 (B. J.			

	KIROLETO, ARIA.	
Other Allowable Expenses:		
Conference	\$	
Hosted Luncheons -	\$ 67.60	
Parking at KOA Airport	\$ 14.00	
Parking Hotel	∕ \$ ♥´ - ₩₩	
Telephone	√ \$ <u>-</u> ∕ 100 × 1	
Hotel 1 Night	ts \$.85.00°	
(\$135 less \$50.00 Lodging Expe		
(\$85.00 Excess Lodging per Ni		
Avis Rent-a-Car 1 Day	\$ 47.85	
	Allowable Expenses Total:	\$ 214.45

Total Cost of Trip:	A STORY	Managanta.	Volume lost ro-	\$	652.95
	Allander (1881)	io, Vili			
Less Expenditures Charged or Prepa	id by Company	<u>/</u> .		\$	346.35

Less Expenditures Charged or Prepaid by Company:	\$ 346.35	L
Airfare \$ 298.50		1
Change Fee(s) \$ -		l
Hotel \$ -		l
Rental Car Days \$ 47.85		l
Conference \$ -		l
Breakfast (8% of 4 Breakfast \$ -	,	ŀ
Lunch (12% of 4 Qu Lunch \$ -		ļ
Dinner (20% of 4' Qt Dinner \$ -	 	

	And the Angelogy and Angelog	27-1 117-14111		
Due Employee:		Viillian.	\$	306.60

Comments:

NOTE: Exempt/Excluded Employees will waive their meal allowance for same-day neighbor island travel (See Attachment 5 - Governor's Administrative Directive No. 95-01). If your meals were provided, do not charge HHSC for them (except if meals are included in conference programs, then you do not need to adjust the per diem).



BENJAMIN J. CAYETANO, GOVERNOR

May 26, 1995

ADMINISTRATIVE DIRECTIVE NO. 95-01

TO:

All Department Heads

SUBJECT:

Travel and Per Diem

Discussion:

This Administrative Directive updates the travel and per diem policy for neighbor island travel for appointed officials and certain excluded exempt employees.

The State's financial situation requires that everyone does what they can to reduce costs to the State. It is important that the appointed cabinet and other exempt employees set an example by demonstrating their willingness to support the State's efforts in reducing costs.

One area where this is possible is per diem for intra-state travel. The conduct of official business should be confined to same day trips whenever possible to avoid unnecessary hotel expenses. The customary per diem for same day trips (up to \$40.00) is a windfall t h a t can be waived without any hardship since the only expense is likely to be a normal lunch purchase.

Policy:

Effective April 1, 1995, all cabinet officials and excluded exempt employees appointed by them shall waive their per diem for same day neighbor island travel.

Assignment of Authority and Responsibilities:

Department Directors are responsible for monitoring compliance with this policy within their departments.

BENJAYAN J. CAYETANC