INTRA AND OUT-OF-STATE TRAVEL
FREQUENTLY ASKED QUESTIONS

TRAVEL AUTHORITY

1. What are the governing authorities relating to travel?

The governing authorities relating to travel include:

Collective Bargaining Agreements for the respective Bargaining Units
Hawaii Administrative Rules, Chapter 3-10, Travel Rules
Ethics Commission Memorandum (dated 3/3/92)
Procurement Circular No. 2007-03, and Amendments
SPO Price List Contract No. 12-14, Commercial Car Rental Services
SPO Vendor List Contract No. 13-21, Interisland Airline Price Agreement
Comptroller Memoranda:

- CM 2012-15 – Adjustment of Per diem for Meals Included in Conference Programs
- CM 2012-03 – Federal Per Diem Rate (CONUS)
- CM 2013-01 – 2013 Standard Mileage Rate Announced by Internal Revenue Service (IRS)
- CM 1992-09 – Travel Benefits Relating to Frequent Flyer Programs

Administrative Directives No. 12-02 – Travel Per Diem for Cabinet Officials and Excluded Exempt Employees

All references above (except collective bargaining agreements) are available on the SPO website at: http://hawaii.gov/spo/state-county-personnel-manual/travel-services/travel-services)

PER DIEM

1. What is per diem?

Per diem is a specific allowance for each day to cover the personal expenditures of a traveler, such as meals, lodging, tips, laundry and other expenditures.

2. What is the rate of per diem?

The current rate of per diem for overnight travel is $90.00 per 24 hours for intra-state travel, and $145.00 per 24 hours for out-of-state travel. In computing the per diem, the calendar day (midnight to midnight) shall be the unit. See table below for fractional parts of the day.

If time of departure or return is:	The departure day is:	And return day is:
12:01 am – 6:00 am	1 day	¼ day
6:01 am – noon	¾ day	½ day
12:01 pm – 6:00 pm	½ day	¾ day

6:01 pm – midnight	¼ day	1 day

3. How is per diem calculated for intra- and out-of-state travel?

Intra-state Travel: In computing the amount of per diem, the official time shall begin one (1) hour before the scheduled flight departure time and shall end upon the return to the employee's home airport.

Out-of-State Travel: In computing the amount of per diem, the official time shall begin no later than twenty-four (24) hours prior to the time the employee is to be at work at the out-of-state destination. Per diem ends upon the return to the employees home airport.

4. Is per diem adjusted when lodging or meals are provided at no cost to the employee?

a) When lodging is provided, employee is entitled to subsistence (meal) allowance only as follows:

Breakfast — Breakfast shall be allowed if travel time begins before 8:00 am. Breakfast allowance is calculated at 8% of per diem.

Lunch — Lunch shall be allowed for departing travelers when travel begins before 12:00 noon; lunch shall be allowed for returning travelers when travel time ends after 12:30 pm. Lunch allowance is calculated at 12% of per diem.

Dinner — Dinner shall be allowed when travel time ends after 7:00 pm. Dinner allowance is calculated at 20% of per diem.

b) When meals are provided, per diem is adjusted at the prescribed rate:

Breakfast — 8% of per diem rounded to the nearest dollar.

Lunch — 12% of per diem rounded to the nearest dollar.

Dinner — 20% of per diem rounded to the nearest dollar.

c) When meals are provided at no cost to the employee, the per diem allowance shall not be adjusted when meals are included in conference programs. There are two criteria that must be met to be accepted as a "conference program," pursuant to CM 2012-15:

1. Must be sponsored by a governmental agency or an organization whose functions are directly related to the State's department or agency functions; and

2. Must be supported by published program that includes dates and agendas.

5. Are employees entitled to advance per diem?

Employees may receive advance per diem for official travel provided departmental procedures are followed. DAGS, Pre-Audit requires requests for advance per diem to be submitted at least 14 days prior to travel, accompanied by a completed and approved Travel Approval Form, including all applicable worksheets.

6. Are employees entitled to per diem for same day travel?

Most employees are entitled to meal allowance of $20.00 for same day travel.

7. How is per diem calculated when leave is added before or after the official travel?

When an authorized leave is added before or after official travel, the per diem amount shall be the same as if the authorized leave had not been taken.

PCARD USAGE

1. When is it permissible to use the pCard?

The pCard shall only be used for authorized intra and out-of-state airline tickets, intra-state car rentals, registration fees, and other expenditures necessary to conduct official business. The pCard shall not be used for hotel accommodations, personal deviations, or out-of-state car rentals.

2. Why can't the pCard be used for hotel accommodations?

Employees are entitled to per diem, which includes a hotel allowance; therefore, to avoid duplication of payment, the pCard may not be used.

INTRA-STATE AIRFARES/SCHEDULES

1 What is the procedure to obtain intra-state airline tickets?

Pursuant to Procurement Circular No. 2007-03 and Amendments 1-3, intra-state air travel requires one (1) quote for the most economical authorized itinerary and documented on form SPO-030A, Worksheet A (Airfare). Price List Contract No. 13-21, Interisland Airline Price Agreement is available to take advantage of discounts benefits. The pCard may only be used for an authorized itinerary. Employee is responsible for any additional cost due to deviation/personal preferences. There is no time requirement when an employee must be at the business destination. Employee should arrive at the business destination (applicable airport) in sufficient time to report for duty (i.e. business meeting, training etc). Justification why the most economical fare is not being used must be submitted on Worksheet A and submitted with the Travel Approval Form (TAF) for approval.

OUT-OF-STATE AIRFARES/SCHEDULES

1. What is the procedure to obtain out-of-state airline tickets?

Pursuant to Procurement Circular No. 2007-03 and Amendments 1-3, out-of-state travel requires a minimum of two (2) quotes from two different sources (i.e. travel agency, airlines direct, or online travel provider) for the most economical itinerary and documented on form SPO-030A, Worksheet A (Airfare). The pCard may only be used for an authorized itinerary. Employee is responsible for any additional cost due to deviation/personal preferences. Justification why the most economical fare is not being used must be submitted on Worksheet A and submitted with the TAF for approval.

Collective bargaining agreement states that *". . . employee shall be scheduled to arrive at the out-of-state destination (applicable airport) at least ten (10) hours before reporting for duty."* (i.e. business meeting, training etc.) Please refer to your respective collective bargaining agreement.

INTRA AND OUT-OF-STATE AIRFARES

1. What steps should be taken to book airlines reservations if, upon receipt of the approved TAF, the selected air scheduled is higher than originally quoted.

   Employee/travel coordinator) must redo Worksheet A. Pursuant to Procurement Circular No. 2007-03 and Amendments 1-3, intra-state air travel requires one (1) quote for the most economical authorized itinerary. Out-of-State travel requires a minimum of two quotes for the most economical authorized itinerary. The final reservations made should match the most economical quote received, unless otherwise justified. Employee (or travel coordinator) need not use the same airlines (agency or online booking agency) when making final reservations. Employee (or travel coordinator) must do due diligence in finding the most economical fare. The TAF does not need to be amended for a change in airfare cost.

2. What steps should be taken to book airlines reservations if, upon receipt of the approved TAF, the original selection is higher than initially quoted and no other airline is cheaper?

   Employee/travel coordinator must do due diligence and seek new quotes, documented on Worksheet A. If the original selection is higher than initially quoted and no other airline is cheaper the information must be reflected on Worksheet A. The TAF does not need to be amended for a change in airfare cost.

PROOF OF TRAVEL/BOARDING PASSES

1. Are employees required to keep the boarding passes?

   Boarding passes are required, as proof of travel, and submitted with the Statement of Completed Travel.

CAR RENTALS FOR INTRA AND OUT-OF-STATE TRAVEL

1. When is the use of a car rental allowed for intra and out-of-state travel?

   For intra and out-of-state travel, rental of cars shall be allowed where it would be impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point visited. A cost analysis should be done to determine if the cost and benefits of a car rental outweighs public transportation, taxis, airport, and/or hotel shuttle alternatives. Car rentals should not be used solely on the basis of convenience.

2. Is there a price list contract for car rentals?

   SPO Price List Contract No. 12-14*, Commercial Car Rental Services*, is a mandatory price list contract for intra-state car rentals only. Price list instructions are available on the SPO website at: www.hawaii.gov/spo, click on Price and Vendor List Contracts, in the search bar type in 12-14.

   There is no price list contract for out-of-state car rental services. Employee shall follow travel procedures pursuant to Procurement Circular No. 2007-03, and its amendments.

3. Are employees allowed to purchase car rental insurance?

   Intra-State Travel: The State is self-insured, therefore, car insurance for intra-state travel is not required. An employee may purchase optional insurance, however, payment is the responsibility of the employee and no reimbursement will be permitted.

   Out-of-State Travel: Employees may purchase collision damage waiver (CDW), which may also be called loss damage waiver (LDW) or physical damage waiver (PDW). Proof of purchase must be submitted to receive reimbursement. All other insurance options, i.e. personal accident insurance (PAI) and personal effects coverage, are the responsibility of the employee and are not reimbursable.

HOTEL ACCOMMODATIONS – EXCESS LODGING

1. What are the procedures for making hotel reservations?

   Pursuant to Procurement Circular No. 2007-03, a minimum of two quotes, from two different sources, are required and documented on the form SPO-030, Worksheet C. Quotes are not required if reservations are made at the conference hotel; check the appropriate box on Worksheet C.

2. What is excess lodging and how is it calculated?

   a) Whenever lodging costs exceeds the applicable lodging/hotel allowance, employee is entitled to excess lodging. Excess lodging requires approval, documented on the TAF, prior to travel.

b) Excess lodging is the difference between the actual daily costs (including all mandatory taxes/fees) and the applicable allowance, multiplied by the number of days. For example:

Intra-State - $89.56 (actual cost) - $50.00 (hotel allowance) = $39.56 excess lodging p/day

Out-of-State-$112.49 (actual cost) - $85.00 (hotel allowance) = $27.49 excess lodging p/day

CHECKED BAGGAGE (LUGGAGE)

1. How many pieces of checked luggage are authorized?

Employees are authorized one (1) piece of checked luggage of standard size and weight. Additional pieces of luggage may be allowed with sufficient justification provided on form SPO030, Worksheet A, and approved on the TAF.

2. Who is responsible to pay for checked luggage?

Employees are responsible to pay for their own checked luggage. Proof of payment (i.e. receipt) must be submitted to seek reimbursement. Refer to PL Contract No. 13-21, *Interisland Airline Price Agreement* for waivers/discounts on checked baggage fees.

PERSONAL PREFERENCES

1. What are considered personal preferences?

Personal preferences are any deviation from authorized business travel. It includes, but not limited to, personal preferences for airlines, routing, stopovers, hotels, car type or size, and dates of travel.

2. Who is responsible to pay for personal preferences or deviations?

The employee is responsible for any additional cost due to personal preferences or deviations.

If the travel agency, airlines, or internet travel provider breaks down the cost of the airfare for authorized fare and personal deviation, the pCard may be used for the authorized portion only. If the cost of the airfare is not broken down, the employee is responsible to pay for the entire airfare and seek reimbursement of the authorized portion on the Statement of Completed Travel.

TRAVEL TIME OFF

1. What is travel time off?

Travel Time Off is the result of an agreement between the Hawaii Government Employees Association (Union) on behalf of employees in Bargaining Units 2,3,4,9, and 13 and the State. It compensates employees who are required to work outside their normal business hours.

2. Who does travel time off apply to?

Travel time off applies only to employees who would qualify for overtime pay and is only for same day travel.

3. How is travel time off calculated?

Calculations start 30 minutes prior to flight time and ends when flight returns to home airport. Travel time off is computed at one and ½ times, rounded to the nearest 15 minutes.

Example: Employees regular hours: 7:45 am – 4:30 pm

Travel Times: Departure: 6:05 am Arrival: 6:41 am
Departure: 5:15 pm Arrival: 5:51 pm

Calculations: 5:35 am to 7:45 am = 130 minutes
4:30 pm to 5:51 pm = 81 minutes
221 minutes unconverted times
x 1.5
316.5 or 5.25 hours converted times

OVERTIME PAY

1. Are employees entitled to overtime pay when traveling?

Employees who qualify for overtime pay may be entitled to overtime pay when on official travel. Employee must be actively engaged in work (i.e. training, meeting, site inspection etc.) outside normal business days and hours to claim overtime. Travel time is not work time, even if travel occurs on a weekend.

TRAVEL BENEFITS

1. Are employees allowed to accrue travel miles when on official business?

Travel benefits accrued on state business must be used for subsequent state business or transferred to another employee for state business. If the travel benefits are non-transferable it must be used for future State business. Travel benefits, earned on business travel cannot be used for personal travel.

TRAVEL FORMS

1. What forms are required when requesting travel approval?

   Travel forms included, but not limited to:

SPO-030	Travel Approval Form
SPO-030A	Worksheet A – Airfare and Baggage Fees
SPO-030B	Worksheet B – Computation of Per Diem and Meal Allowance
SPO-030C	Worksheet C – Hotel Accommodations
SPO-030D	Worksheet D – Ground Transportation

   Refer to Procurement Circular No. 2007-03 and its amendments for instructions. Please check with your department's ASO for additional policies, procedures and forms.

GROUND TRANSPORTATION (OTHER THAN CAR RENTAL)

1. What kind of services are included in ground transportation?

   Ground transportation includes but not limited to taxis, airport or hotel shuttles, bus, rail, subway, ferry, and parking. All ground transportation costs are submitted on Worksheet D and approved on the TAF. Receipts are required to claim reimbursement.

MILEAGE ALLOWANCES FOR PRIVATELY OWNED VEHICLES

1. Are employees allowed to claim mileage reimbursement when using their personal vehicle to travel to/from the airport?

   a) If an employee, with the approval of the department head (or designee) finds it more practical to travel directly between home and the airport terminal, in conjunction with official inter-island travel, or out-of-state travel, the employee may be reimbursed for miles between home and the airport terminal which are in excess of the miles normally traveled between home and the regular place of business.

   b) Mileage reimbursement is allowed to employees when travel between home and the airport terminal, if approved by the department head (or designee) occurs other than during the employee's normal working hours.

MISCELLANEOUS EXPENSES

1. What kinds of miscellaneous expenses can an employee claim for reimbursement?

   Miscellaneous necessary and reasonable expenditures, when incurred by the employee in connection with official business include, but not limited to: refueling charges; registration fees; telephone calls; baggage fees (does not include tips for porterage); currency exchange fees (not to exceed the amount of per diem); passport and visa fees; cost of photograph; certificates of birth, health, and identity; costs of affidavits necessary; and charges for inoculation which cannot be obtained through state facilities. Proof of purchase (i.e. receipt) is required and must be submitted with the Statement of Completed Travel.

STATEMENT OF COMPLETED TRAVEL/STATEMENT OF INTRA-STATE TRAVEL COMPLETED

1. What is a Statement of Completed Travel?

   The Statement of Completed Travel is the document to report payment of travel expenses for the purpose of settlement upon completion of travel.

2. Who must submit a Statement of Completed Travel?

   Any person travelling on an "overnight" basis or "less than overnight" basis must submit, for voucher support, a Statement of Completed Travel.

   Any person receiving travel advance must report, to that person's expending agency, actual expenses incurred. When additional payments are due to the travel, payment must be supported by a Statement of Completed Travel, any expenditure details, and any related receipts applicable to the amounts to be reimbursed to the traveler.

3. When should the Statement of Completed Travel be submitted?

   The Statement of Completed Travel should be submitted within 10 days of employee return to the home destination.

4. Where can an employee find a copy of the Statement of Completed Travel?

   A sample of the Statement of Completed Travel can be found on the SPO website at, http://hawaii.gov/spo/state-county-personnel-manual/travel-services/travel-services. Employees should check with their respective ASO for departmental requirements, forms, policies and procedures.