	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.02.03
		SUPERSEDES (Policy No. & Date): ADM.02.03 of 06/24/2008	
	SUBJECT: TRAVEL REQUESTS/REIMBURSEMENTS		Page 1 of 9

1.0 PURPOSE

To establish guidelines governing all official travel by Department employees, and to establish procedures for the processing and reporting of official travel for the Department.

2.0 SCOPE

This policy and procedure applies to all employees and representatives (persons acting on official business for the Department) of the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes (HRS), §40, Audit and Accounting.
- b. (HRS), §89, Collective Bargaining in Public Employment.
- c. State of Hawaii Comptroller's Memorandum dated June 6, 1981, Subject: Travel Rules and Regulations.

.2 Definitions

- a. Travel Status - The period when an employee or representative is traveling on official business to and from a place(s) other than their regular place of official business on their home island, and when an employee or representative of the Department is transacting official business. Travel status begins with departure of common carriers from the island on which the employee has their place of business and terminates upon their return to that island.
- b. Allowable Travel Time - The time allowed to travel by the most direct route to and from the points specified in the approved travel plan or request, plus the time it takes to conduct the required official business at the place(s) being visited.
- c. Per Diem Allowances - A specific allowance (per day) given to an employee to cover the personal expenditures of a traveler, such as:

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meals, lodging, laundry, tips, and other necessary expenditures incidental to travel.

4.0 POLICY

All requests for travel on official Department business shall be evaluated as to the need for travel and sufficiency of funds. There shall be no reimbursement advances for travel expenses without proper authorization. Wherever there is a conflict between this policy and procedure and the provisions of a collective bargaining agreement in effect, the provisions of the collective bargaining agreement take precedence. Excluded employees under HRS, §89, shall receive the same application of such provisions as employees included in the bargaining unit.

Each Division Administrator or their authorized representative shall determine the need for the travel, review the validity of each travel request, ensure sufficiency of funds, and oversee the implementation of this policy within their area of responsibility.

5.0 PROCEDURES

The following represents general guidelines. For detailed procedure, reference attachment.

.1 Travel Approval

a. Out-of-State

1. The Director's prior approval is required in writing for the purpose of out-of-state travel by any employee, an authorized representative of the Department, or an agency of the Department. This requirement includes approval of the travel plan/itinerary, dates and times of travel, any delays in travel, and vacation or leave without pay taken in conjunction with the trip.
2. The Director's written approval is also required when amendments occur (after out-of-state travel has been approved) in the itinerary, dates, or purposes of the travel. Prior written approval is required before the trip is taken.

b. Inter-Island

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1. The appropriate Deputy Director, Division Administrators, and others authorized by the Director shall approve the written inter-island travel request prior to the conduct of official business. This approval includes the approval of the travel itinerary, dates and times of travel, any delays in travel, vacation or leave without pay during the trip.
2. Amendments to a previously approved inter-island travel request, itinerary, dates, or purpose of the travel require (an additional) prior written approval before trip is taken.
3. Verbal approvals may be given only in emergency situations. In this case, the written travel request should be submitted within five (5) working days.

.2 Out-of-State Travel

- a. Official out-of-state travel shall be conducted, whenever practicable, within the normal work week. During after-duty hours, travel may originate and terminate from one's home, and during working hours, from one's place of business.
- b. Out-of-state trans-ocean travel by surface transportation is not allowed.
- c. Travel by train, bus, or private vehicle shall be allowed only when travel by air is not available or is inappropriate.
- d. Out-of-state air transportation costs shall include costs of meal(s) as appropriate.
- e. In addition to transportation costs, travel time and per diem costs shall be used in determining the most economical means of effecting the travel with due regard for the traveler's welfare and safety.
- f. If out-of-state travel is for "out-service training," appropriate Department policy and procedure relating to training and staff development shall comply.

.3 Inter-Island Travel

- a. Inter-island travel shall be conducted during the normal work week whenever practicable. During after-duty hours, travel may originate and

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terminate from one's home, and during working hours, from one's place of business.

- b. Mode of transportation for inter-island travel shall consider transportation costs, travel time, and per diem costs in determining the most economical means.
- c. If inter-island travel is for "out-service training," appropriate Department policy and procedure relating to training and staff development shall apply.

.4 Travel Allowances

a. Per Diem

- 1. Every effort shall be made to arrange complete travel itinerary well in advance to avoid delays at transfer points. Per diem for time lost due to improper travel arrangements may be disallowed.
- 2. The amount of per diem allowance for out-of-state travel is \$145 or as prescribed by collective bargaining agreement or statute. A per diem rate of not more than \$145 or as prescribed can be allowed if approved in advance.
- 3. The amount of per diem allowance for inter-island travel is \$90 or as prescribed by collective bargaining agreement or statute. Allowance is computed as follows:
 - a) Inter-island travel requiring overnight lay over for completion of official business is allowed \$90 per diem per day or an amount prescribed by collective bargaining agreement or statute. This rate shall apply uniformly and equitably to all inter-island travelers. A per diem rate of not more than \$90 or as prescribed can be allowed if approved in advance.
 - b) If State-owned facilities are utilized for overnight accommodations, per diem shall be paid based on actual payments made for meals and lodging to the State-owned facility.
 - c) When State-owned facilities are used, but no payments are made, a notation that State-owned facilities were used and no

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payments were made shall be indicated under Item 2 of the Statement of Expenditure Form, DOC 1911.

4. In computing the per diem allowance for overnight travel, the calendar day (from midnight to midnight) shall be the unit for a day. For fractional parts of the day included at the beginning or end of continuous travel, one-quarter of the rate for a calendar day shall be allowed for each period of six (6) hours or a fraction thereof.
5. Normally, no per diem shall be allowed while on an assignment on the same island of one's official place of business.

b. Transportation Allowances

1. When vacation of leave without pay is authorized and added at the beginning or end of official travel, and the traveler is not going directly to the place of official business, the allowance for that transportation shall be computed as if transportation by the most direct route to the place of official business was taken.
2. Travel time in excess of allowable travel time may be required by the Comptroller to be charged to vacation or leave without pay if it occurs other than on a weekend or holiday. However, if the traveler is held over due to official business, a request justifying the change in the itinerary (travel plan) shall be submitted for approval in accordance with paragraph. 4.1.a.2 or 4.1.b.2 or shall be processed according to appropriate bargaining unit agreement in the event overtime pay, or compensatory time is involved.
3. Taxi fare (inclusive of rideshare) to and from transportation terminals for official travel shall be allowed only when buses and limousines are not available or accessible, when government transportation cannot be economically obtained, and when private automobiles on a mileage basis cannot be used. Taxis and private automobiles used on a mileage basis shall be shared by travelers whenever possible.

c. Taxes, Fees, and Commissions on Transportation

No separate agency fees or commissions of any kind levied against the State shall be allowed.

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d. Miscellaneous Travel Expenses

Other necessary and reasonable expenditures incurred during travel in connection with official business may be claimed for reimbursement. The following types of expenses may be allowed provided they are properly justified and certified to be true and are supported by receipts in those cases where receipts are issued in the normal course of business:

1. Car rentals when it is 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 to be visited. Approval for car rental must be obtained in advance.
2. Parking fees.
3. Registration fees.
4. Telephone calls and fees including radiograms.
5. Secretarial fees.
6. Baggage transfers (not to include tips for portage)
7. Currency exchange fees or cost of traveler's checks for out-of-state travel to the extent that the currency checks do not exceed the amount of per diem and allowable expenses.
8. Passport and visa fees, including cost of photograph, certificates of birth, health, and identify, and necessary affidavits.
9. Inoculation fees which cannot be obtained through State facilities.
10. Any other related business expenses.

*If receipts are not available, submit a signed statement for allowable expenses.

e. Advances for Travel

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1. Cash needed for travel expenses, including per diem allowances and reimbursable expenditures, may be requested as a cash advance. Advances shall be limited to the costs itemized on the approved travel plan or request plus other determined anticipated expenses. However, when out-service training is involved, advances shall be limited to the costs itemized on the Out-Service Training Request Form, DPS T&S 411, as approved by the Department of Personnel Services (DPS).
2. One full day per diem is established as the minimum amount allowable for advancement and any lesser amount will not be considered.
3. Settlement of the advance shall be made upon completion of the travel. A statement of travel expenditures must be submitted to the Fiscal Office within 15 calendar days after return from trip.

f. Reimbursement for Travel Expenditures

1. When out-of-state travel by train, bus, or private automobile is authorized and air transportation is available and feasible, cost of transportation shall be reimbursed to the extent of the total cost by air transportation by the most direct route, including per diem necessitated by such air transportation as if that method of transportation had been used.
2. When authorized, mileage reimbursement is allowed for use of privately owned vehicle for transportation from place to place as required in the performance of official duties, including transportation to and from transportation terminals in conjunction with official travel, including parking fees incurred in connection with such travel.
3. Other necessary and reasonable expenditures incurred during official travel may be claimed for reimbursement (see paragraph d above.)

g. State Comptroller's Rulings

1. The Comptroller may waive any part of these policies as is necessary and proper to prevent undue hardship for the employee and to protect

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the State against substantial injury to its interest and may determine the amount of reasonable and necessary allowance in each case.

2. Each waiver by the Comptroller shall be by written memorandum, one copy of which shall be promptly forwarded to the Governor by Comptroller.

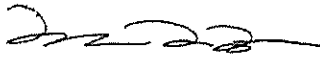
h. Trip Report

1. Out-of-state travel: Upon returning, a narrative trip report shall be submitted to the Director within ten (10) working days after returning to one's place of official business. The report should begin with a brief summary entitled: "Implications for Program Improvement for the State of Hawaii." The report should stress fulfillment of the trip's purpose or objective(s), and should clearly indicate what was gained that will be of direct value to the Department and State. If the trip was sponsored by an agency other than the Department, the completed trip report shall be approved by the Director prior to being submitted to the sponsoring agency. An information copy of such trip reports shall be provided to the Director and the Director of Budget and Finance (B&F).
2. Inter-island travel: Upon returning to work, a summary on what was accomplished and what actions need to be taken by any office(s) within the Department or resolve problem areas or to effect improvements shall be submitted to one's administrator within five (5) working days. Administrators will determine further distribution of the report as appropriate. If the trip is strictly for the purpose of conducting training or attending a workshop or training session, a report is not required.
3. Any information copy of each trip report shall be provided to the Training and Staff Development Center (TSO) who shall maintain a trip report file. A copy of each report should be provided to other interested offices as appropriate.

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APPROVAL RECOMMENDED:




Deputy Director for Administration JAN 0 1 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

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