

STATE PROCUREMENT OFFICE TRAVEL PROCEDURES

Effective June 1, 2007, these travel procedures and the applicable form and worksheets shall be used for purposes of Intra-State and Out-of-State travel. Departments may impose additional requirements in its departmental travel procedures.

AIRFARE: Worksheet A

1. Fill in the fields for dates, times, and destination.
2. **Intra-State travel** requires only one airfare quote. See attached Inter-Island Scheduled Passenger & Vehicle Carrier 2007 Quick Reference Guide. Agencies are encouraged to enroll in one or all corporate programs to take advantage of the preferred or fixed-rate fares, minimal or no change fees, and a liberal refund policy.
3. **Out-of-State travel** requires minimum two airfare quotes from two different vendors.
4. For out-of-state travel, select the most economical airfare (unless otherwise justified), based on the itinerary that fits the business needs.
5. The worksheet should reflect the actual flight schedule, including any personal deviations*.
6. The pCard shall only be used for authorized airfare. Any personal deviation costs which increases the airfare is the responsibility of the traveler.
7. Place the total cost of authorized airfare in the appropriate field on the Travel Approval Form (TAF).

*Personal deviation includes personal preferences on air carrier, side trips, routing, etc., and these costs are the responsibility of the traveler. The traveler shall obtain a fare for the authorized portion of the trip and any personal deviation costs.

PER DIEM: Worksheet B

Check appropriate section for intra-state (same day or overnight) or out-of-state travel.

Intra-State Travel

1. Intra-state same day travel requires completion of Section B – Computation of Meal Allowance. If applicable, traveler is entitled to a \$20.00 (or \$24.00 for BU 1) meal allowance.
2. Intra-state overnight travel requires completion of Sections A, and when applicable C or D.
3. Per diem starts 60 minutes prior to the departure time from the traveler's home island and ends upon return to the traveler's point of origin.
4. Calculate per diem based on quarter days (see chart on Worksheet B). Indicate .25, .50, .75, or 1, on the appropriate lines. (Two lines may not be needed, but is available in the event of back-to-back business trips)

For Example: Depart 10/10/07 at 7:00 am Return 10/12/07 arriving at 3:00pm

A. Completion of Per Diem Allowance (Intra-state Overnight)

<u>Dept. Day</u>	<u>Full Days</u>	<u>Return Day</u>	<u>Total Days</u>	<u>Rate</u>	<u>Total</u>
1.00*	1	.75	2.75	90.00	\$247.50

*Per diem starts at 60 minutes prior to departure therefore per diem starts at 6:00 am.

5. When lodging or meals are provided at no charge to the traveler, per diem rates shall be adjusted (reference: HAR §3-10-10 (b)(2)(C) and §3-10-10(b)(4)).

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6. Figures in Section D must be entered as a negative number (i.e. dinner –18.)
7. Indicate the total per diem cost on the appropriate line on the TAF.

Out-of-State Travel

1. Out-of-state travel requires completion of Sections A, and when applicable C or D.
2. Per diem starts a minimum 24 hours to the start of business (based on Hawaii Time) and ends when the flight returns to the airport at the traveler's point of origin. It may be necessary to depart the city of origin more than 24 hours prior to start of business in order to arrive at the destination a minimum of 10 hours prior to start of business. In those situations, per diem will be based on the actual departure time.
3. Calculate per diem based on quarter days (see chart on Worksheet B). Indicate .25, .50, .75, or 1, on the appropriate lines. (Two lines may not be needed, but is available in the event of back-to-back business trips)

For Example: Business starts on 9/11/07 at 8:00 am in San Francisco
Business ends on 9/13/07 5:00 pm
Depart 9/10/07 at 7:00 am Honolulu to San Francisco
Return 9/14/07 arriving 3:00 pm back to Honolulu

A. Completion of Per Diem Allowance (Intra-state Overnight)

<u>Dept. Day</u>	<u>Full Days</u>	<u>Return Day</u>	<u>Total Days</u>	<u>Rate</u>	<u>Total</u>
1.00*	3	.75	4.75	145.00	\$688.75

* Per diem starts at 5:00 am (Hawaii time) on 9/10/07.

4. When lodging or meals are provided at no charge to the traveler, per diem rates shall be adjusted (reference: HAR §3-10-10(b)(2)(C) and §3-10-10(b)(4)).
5. Figures in Section D must be entered as a negative number (i.e. dinner –29.)
6. Indicate the total per diem cost on the appropriate line on the TAF.

HOTEL LODGING: Worksheet C

1. **Intra-State and Out-of-State travel** requires a minimum of two quotes nearest the place of business/meeting etc., unless using a conference hotel.
2. Calculate excess lodging for each quotation, including conference hotel.
3. Select the most economical hotel that best fits the business requirements when not using a conference hotel (within the vicinity to the meeting etc.)
4. Prior approval for excess lodging is required for reimbursement, including conference hotels.
5. Place the total excess lodging on the appropriate line on the TAF.
6. The pCard shall not be used for payment of hotel accommodations.
7. Personal credit card information is not mandatory on the worksheet. However, most hotels require this information to guarantee a reservation.

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TRANSPORTATION: Worksheet D

1. **Intra-State travel.** Travelers shall use the SPO price list, PL 07-35, for car rental reservations when a rental car is necessary.
2. **Out-of-State travel.** Travelers should use airport and/or hotel shuttles whenever possible. If a car rental is necessary, a minimum of two quotes are required.
3. Car rental shall be used only when no other cost effective means are available.
4. Loss Damage Waiver, or Collision Damage Waiver, or Physical Damage Waiver are the only insurance options permitted and reimbursable by the State for out-of-state travel.
5. If car rental is not required, estimate ground transportation costs i.e. taxi, airport, hotel shuttle, parking, etc.
6. Place the total estimated cost of ground transportation on the appropriate line on the TAF.

FERRY SERVICE: Work Sheet E

1. Agent Number and password are required to obtain a quote on www.hawaiiisuperferry.com/partners/stateofhawaii.
2. On the worksheet fill in the field for dates, times, and location.
3. As a sole source, only one quote is required.
4. Place the total cost of the ferry service (both passenger and vehicle) in the appropriate field on the Travel Approval Form.

Booking Procedures Upon Approval of TAF:

- 1) Reservations for vehicle and all passengers are required.
- 2) Logon to www.hawaiiisuperferry.com/partners/stateofhawaii
- 3) Complete reservation information, including pCard information, and e-mail address.
- 4) The pCard is the only acceptable form of payment and the authorized driver or passenger need not be the pCard holder, and may be used only for authorized travel.
- 5) Receive e-mail booking confirmation, which will include an itinerary, passenger(s) & vehicle information, cost details and payment details.
- 6) E-mail confirmation will include a copy of the boarding passes for the passenger and vehicle.

General Information:

- Ports will be open 2 hours prior to vessel departure. Vehicles should arrive at least one hour prior to departure. Terminal gates will close 30 minutes prior to departure.
- Authorized driver will check-in with boarding pass, driver's license, vehicle registration, proof of insurance, and VMA. Additional passengers will require the boarding pass and a government issued photo identification (i.e. driver's license, state id, or departmental issued id).
- Vehicles are subject to a security and agriculture screening at each port.
- Driver must drive vehicle on and off and remain on board during voyage. All vehicles will disembark from the ferry immediately upon docking.
- Once on board, vehicle must be locked and secured.
- Vehicle with caked on mud will not be permitted on the ferry.
- Drivers and passengers are not permitted on the vehicle deck during voyage.
- Passenger and vehicle tickets are nonrefundable if cancelled within seventy-two (72) hours prior to departure.

Other Miscellaneous Fees

Note and describe on the TAF any miscellaneous expenses such as registration fees.

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Travel Approval Form (TAF)

1. Complete the TAF, based on official business dates, times, and using the estimated costs obtained from the worksheets.
2. Attach the completed applicable worksheets to the TAF. *Departments may choose to submit the TAF for approval without the worksheets. Upon return of an approved TAF, the worksheets shall then be completed.*
3. Route the TAF and worksheets to the department's requesting and approving authority as required by departmental procedures.
4. Upon signed approval, traveler can proceed to make travel arrangements.
5. An amended TAF is required only if changes are made to the dates of travel, destination, and purpose of travel.
6. At the time of booking, it may be necessary to make a change in the airfare, airline, or flight itinerary due to lower cost and availability. At such time an amended TAF is not required.
7. Travelers' shall check with departments Administrative Services Office for after-the-fact approvals.

Statement of Completed Travel is required, along with all applicable worksheets and supporting documents/receipts within (10) ten working days upon return to duty for reimbursement of traveler's expenses