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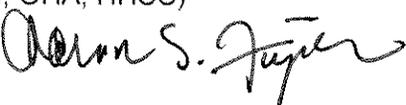
**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 15, 2007

PROCUREMENT CIRCULAR 2007-03, Amendment 1

TO: Executive Department Heads
(Except DOE, UH, OHA, HHSC)

FROM: Aaron S. Fujioka 

SUBJECT: Intra-State and Out-of-State Travel Procedures

Effective July 1, 2007, the following changes in the bargaining agreements are reflected in the travel worksheets.

- Out of-state per diem is \$145.00. Hotel allowance remains at \$85.00 per night. Excluded/exempt employees remain at \$130.00.
- Intra-state per diem is \$90.00. Hotel allowance remains at \$50.00 per night. Excluded/exempt employees remain at \$80.00.
- In computing per diem for intra-state travel, the official travel time shall begin 60 minutes before the scheduled departure time.

Worksheet A – Airfare

Out-of-State travel requires a minimum of two airfare quotes. Quotes must be from two different vendors. For example: Travel agency and online booking agency, any two travel agencies, or any two online booking agencies. Two quotes, using different airlines from the same vendor is insufficient. Worksheet A has been revised to include space for destination on intra-state travel.

Worksheet B – Computation of Per Diem and Meal Allowance

Effective July 1, 2007 intra-state per diem is \$90.00 and out-of-state per diem is \$145.00. In computing per diem for intra-state travel, official time begins 60 minutes before the scheduled departure and ends upon the return to employee's home island.

Worksheet C – Hotel Accommodations (separate sheet)

Worksheet C includes examples on calculating excess lodging.

Worksheet D – Ground Transportation (separate sheet)

SPO Price List 07-35, Commercial Car Rental Services is available at www.spo.hawaii.gov, click on SPO Price List/Vendor List.

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Worksheet E – Ferry Service Passenger/Vehicle Transportation

New worksheet to incorporate ferry service.

Travel Approval Form – SPO Form 30

This has been revised to allow for brief comments in the cost information segment next to each section and includes Worksheet E.

Inter-Island Scheduled Passenger & Vehicle Carrier 2007 Quick Reference Guide

Contact numbers for GO! and Hawaiian Airlines are updated. Island Air has established the first phase of their corporate program. Hawaii Superferry has been included. The 2007 Quick Reference Guide dated August 9, 2007 is available on the SPO website.

SPO Form 30 and related Worksheets A-E are available on the SPO website, www.spo.hawaii.gov, under the "Quick Links" section, click on "Forms for State Agencies." The revised travel procedures and 2007 Quick Reference Guide are available on the SPO website, under "Procurement of Goods, Services, & Construction-Chapter 103D, HRS"; then click on "Travel Services".

If there are any questions, your staff may call Bonnie Kahakui at 587-4702, or you may call me at 587-4700.

c: Chief Procurement Officers