

STATE PROCUREMENT OFFICE

2014 Procurement Training

Intra- and Out-of-State Travel Procedures

The GoToWebinar Attendee View



How to Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Raise your hand
- Q&A addressed at the end of today's session

December 2012

CITRIX | online

Governing Authority

- ❖ COLLECTIVE BARGAINING AGREEMENTS
- ❖ HAWAII ADMINISTRATIVE RULES , Chapter 3-10, TRAVEL RULES
- ❖ ETHICS COMMISSION MEMORANDUM
- ❖ PROCUREMENT CIRCULARS
- ❖ PRICE/VENDOR LISTS
- ❖ COMPTROLLER MEMORANDA
- ❖ DEPARTMENT POLICIES/PROCEDURES.

Collective Bargaining Agreement

- Supercedes HAR Chapter 3-10
- Intra-State Travel
 - Per Diem \$90.00 p/24 hour
 - Calculations based on ¼ days
 - Beginning 60 min. prior to dept. & ends upon return
 - Hotel allowance - \$50.00
 - Excess lodging requires prior approval
 - Same day travel allowance - \$20.00
- Travel Time Off for Same Day Travel
 - HGEA Settlement Agreement 9/2000

Collective Bargaining Agreement

- Out-of-State Travel
 - Per Diem - \$145.00 p/24 hours (based on ¼ days)
 - Starts 24hrs. prior to start of business
 - Minimum 10 hrs prior to the start of business
 - Hotel allowance \$85.00
 - Excess lodging requires prior approval
- Advance Per Diem
 - Does not include excess lodging
- Furnished Meals & Lodging
 - Adjust per diem amounts
 - Conference programs (see CM No. 2012-15)

Hawaii Administrative Rules Chapter 3-10

- **§3-10-3 Applicability**
Applies to all persons uniformly & regardless of funding (i.e. boards and commissioners)
- **§3-10-5 Travel Status**
When conducting official business and while traveling to from official business site
- **§3-10-6 Routing of Travel**
Most economical, direct flight routes available to point of business. Any personal preferences (i.e. airline, routing, side trips) which impact the cost shall be the responsibility of the traveler.

Hawaii Administrative Rules Chapter 3-10

- **§3-10-10(b) Travel Allowances**
 - Per diem covers meals, lodging, tips, laundry and other expenses
 - Reimbursable expenses (i.e. transportation, visas, taxi etc.)
- **§3-10-10(b)(2)(C) Subsistence Allowance**
 - Adjustments when lodging is provided
 - Sample out-of-state
 - 08% Breakfast - \$12.00
 - 12% Lunch - \$17.00
 - 20% Dinner – \$29.00

Ethics Commission Memo Comptroller's Memo

1. Travel benefits accrued on state business must be used for subsequent state business or transferred to another employee for state business.
2. Non-transferable travel benefits must be used for state business.
3. Travel benefits, earned on business travel cannot be used for personal travel

SPO PRICE LIST 12-14 Commercial Car Rental Services

- InterIsland Car Rental Contract (mandatory price list for participating jurisdictions)
- Contract extended to 5/31/2014
- Hawaii State Cars.com

Rental Agency	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Car Size	Daily Rates		
Compact	\$48.00	\$47.00	\$48.00
Midsized/Intermediate	\$50.00	\$52.00	\$53.00
Full	\$58.00	\$63.00	\$64.00
Mini-Van (7-8 passenger)	\$75.00	\$76.00	\$78.00
2 door, 4 WD Jeep	na	na	\$73.00
4 door, 4WD Jeep	na	na	\$78.00
Sports Utility Vehicle (standard)	\$75.00	\$76.00	\$78.00
Sports Utility Vehicle (full size)	\$185.00	na	na
Trucks & Cargo Vans (optional)	\$75.00	na	na
15 – passenger van (optional)	\$155.00	na	na
Drop Charges	\$25.00 (Oahu, Maui, Kauai, Molokai) \$35.00 (Hilo/Kona or reverse)		
Additional Driver Fee	waived	waived	waived
Under Age Driver Fee (21-25 years)	waived	waived	waived
Grace Period	59 minutes	59 minutes	59 minutes



SPO PRICE LIST 13-21 Interisland Airline Price Agreement

Interisland Airline Price Agreement
SPO Vendor List No. 13-21
Quick Reference Guide

Features/Benefits	Hawaiian Airlines Inc.	Mesa Airlines Inc. dba go!
Corporate Website	www.hawaiianair.com/corporate	www.flygo.com/State/Hawaii.aspx
Corporate Account	Accounts are required to sign up for a corporate account.	Agencies are assigned a promotional code based on purchasing jurisdiction.
Reservation Ph. No.	1 (800) 5-70-722 (toll free) Daily 4:30am to 7:30pm (HST)	1 (800) 435-2462 (toll free) Daily 7:00am to 5:30pm (HST)
Pricing Options	Established corporate web fares, other web fares including promotional fares, corporate "X" fares. Corporate benefits do not apply to promotional fares.	10% pre-tax discount off any publicly available fare.
Baggage Fees (standard size)	1st and 2nd checked bag fees waived, 3rd checked bag is \$25.00.	1st and 2nd checked bag fee is \$14.00 each, 3rd bag is \$30.00.
Change Fees	Interisland change fees are waived for flight, date, route and name changes provided the reservations are made via the corporate website or corporate desk.	Interisland change fees are waived for the first two changes made to any reservation including name, date and/or itinerary change. A \$30.00 fee will be assessed from the 3rd change and on.
Cancel/Cancel/Refunds	Any fare difference will be collected should the change result in a fare difference. No Change Fees. Refund fee is waived for Corporate X Interisland tickets that are cancelled & a refund request is made at least 90 minutes prior to departure. \$25.00 change fee for refund request made inside of 90 minutes prior to flight.	Any fare difference will be collected should the change result in a fare difference. Ticket can be exchanged for a new reservation if booked within the 12 month expiration period or refunded within the 12 month expiration period if original ticket was purchased as a refundable fare.
Priority Boarding	None	Must present currently valid State of Hawaii or County Employee ID at time of check in.
Interisland Standby	Same day standby available at no fee for passengers booked via the corporate site or desk.	Same day standby available at no fee for passengers booked via the corporate site.
Incentive Program	Corporate accounts earn 5 bonus miles per dollar spent on tickets purchased through the corporate web site.	One complimentary segment for every 20 segments flown per jurisdiction.



Travel Procedures PC 2007-03 & Amendments 1-3

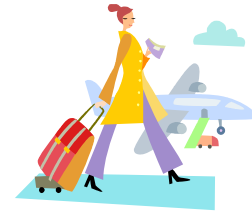
- Travel Approval Form

- ❖ Worksheet A Airfare Quotes/Baggage
- ❖ Worksheet B Per Diem
- ❖ Worksheet C Hotel
- ❖ Worksheet D Ground Transportation/
Car Rental

- Statement of Completed Travel (department form)

Worksheet A (Airfare)

- Intra-State
 - Requires 1 quote
 - Authorized itinerary
 - Most economical itinerary
 - pCard may only be used for authorized itinerary
 - Employee responsible for any additional cost due to deviation/personal preferences.



Worksheet A (Airfare)

- Intra-State
 - Requires 1 quote
 - Authorized itinerary
 - Most economical itinerary
 - pCard may only be used for authorized itinerary
 - Employee responsible for any additional cost due to deviation/personal preferences.

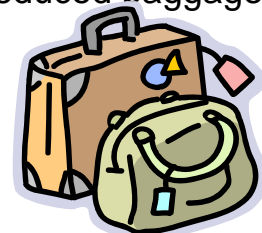


Worksheet A (Airfare)

- Out-of-state
 - Requires a min. of 2 quotes from 2 different sources
 - Authorized vs. Actual itinerary
 - Most economical itinerary
 - pCard may only be used for authorized itinerary
 - Employee responsible for any additional cost due to deviation/personal preferences.

Worksheet A (Airfare)

- Baggage fees
 - 1 bag authorized, unless otherwise approved
 - Must meet standard airline regulations
 - Employee responsible for extra bags, additional fees (unless justified)
 - *if using the price list vendor may have waived or reduced baggage fees
- Justification
 - Must be noted if not using the lowest fare



Worksheet A (Airfare)

- Travel Information: Land Management Conference – Boston, MA
- Conference Dates: Start - May 9, 2011 at 8:00 am
End - May 13, 2011 at 2:00 pm

OUT-OF-STATE TRAVEL (minimum two quotes required)

Itinerary 1 Vendor: **Expedia** Selected Itinerary
 Airfare Quote: **\$832.00** Baggage Fee: **\$50.00** Date of Quote: **2/18/2011**

DATE	FROM	TO	EST. DPT. TIME	EST. ARR. TIME
5/7/11	HNL	SFO	10:58 pm	7:00 am
5/8/11	SFO	BOS	8:30 am	5:07 pm
5/14/11	BOS	LAX	8:24 am	12:00 pm
5/14/11	LAX	HNL	1:05 pm	3:42 pm

Itinerary 2 Vendor: **Cheap Tickets** Selected Itinerary
 Airfare Quote: **\$764.00** Baggage Fee: **\$50.00** Date of Quote: **2/18/2011**

DATE	FROM	TO	EST. DPT. TIME	EST. ARR. TIME
5/7/11	HNL	SFO	10:58am	7:00 am
5/8/11	SFO	BOS	8:30 am	5:07 pm
5/14/11	BOS	HNL	11:23 am	7:16pm

Worksheet A (Airfare)

Itinerary 3 Vendor: Selected Itinerary
 Airfare Quote: Baggage Fee: Date of Quote:

DATE	FROM	TO	EST. DPT. TIME	EST. ARR. TIME

All quotes shall be obtained on the same 8-hour work day using the same parameters, i.e., dates, similar times, & destination. Attach a copy of the proposed itineraries in lieu of filling in the above sections. The pCard may not be used for any itinerary involving personal deviations, which impacts the airfare quote.

Justification for selection made to other than lowest fare:

Traveler: **Jane Doe** Prepared by: **Bonnie** Date: **2/18/2011**

Worksheet B (Per Diem – Intra-State)

- Part A – Overnight Travel
 - Commences 60 minutes prior to flight
 - Sample flight departs at 6:30 am (for an 8:00 am meeting) /return at 5:00 pm
 - Ends when flight returns to home airport

**WORKSHEET B
COMPUTATION OF PER DIEM AND MEAL ALLOWANCE**

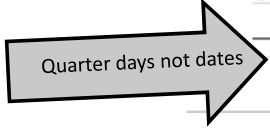
Check One: Intra-State (overnight) Intra-State (same day)
 Out-of-State

Travel from: Honolulu to Lihue on official business

Dept. Date: 5/9/2011 Time: 6:30 AM Return Date: 5/10/2011 Time: 5:00 PM

A. Computation of Per Diem Allowance: (Intra-state Overnight/Out-of-state)

Dept. Day	Full Days	Return Day	Total Days	Rate	Total
<u>1</u>	<u>0</u>	<u>0.75</u>	<u>1.75</u>	<u>90</u>	\$ <u>157.50</u>
			<u>0</u>		\$ <u>0.00</u>
Total A \$					<u>157.50</u>



WORKSHEET B (PER DIEM - INTRA-STATE)

- Part B – Only complete for Same Day Travel - \$20.00

**WORKSHEET B
COMPUTATION OF PER DIEM AND MEAL ALLOWANCE**

Check One: Intra-State (overnight) Intra-State (same day)
 Out of State

Travel from: Honolulu to Lihue on official business

Dept. Date: 5/9/2011 Time: 8:00 AM Return Date: 5/9/2011 Time: 5:00 PM

A. Computation of Per Diem Allowance: (Intra-state Overnight/Out-of-state)

Dept. Day	Full Days	Return Day	Total Days	Rate	Total
			<u>0</u>	<u>145</u>	\$ <u>0.00</u>
			<u>0</u>		\$ <u>0.00</u>
Total A \$					<u>0.00</u>

B. Computation of Meal Allowance (same day travel) \$20 x 1 Total B \$ 20.00

WORKSHEET B (PER DIEM - INTRA-STATE)

- Part C – Add meal allowance when lodging provided

C. Computation of Meal Allowance when lodging provided at no cost to employee (rounded to the nearest dollar)
(intra-state per diem is \$90.00, out-of-state per diem is \$145.00)

Travel beginning before 8:00 am	8% of per diem	1	Breakfast	\$ 7.00
Travel beginning before 12:00 noon or return after 12:00 pm	12% of per diem	1	Lunch	\$ 11.00
Travel ending after 7:00 pm	20% of per diem	<u>1</u>	Dinner	\$ <u>18.00</u>
Total C \$				<u>36.00</u>

- Part D – Deduct meal allowance when meals furnished

D. DEDUCT meals when furnished at no cost to the traveler (rounded to the nearest dollar):
(intra-state per diem is \$90.00, out-of-state per diem is \$145.00)

Number of meals furnished:	8% of per diem	<u>1</u>	Breakfast	\$ (7.00)
	12% of per diem	<u>1</u>	Lunch	\$ (11.00)
	20% of per diem	<u>1</u>	Dinner	\$ (18.00)
Total D \$				<u>(36.00)</u>

Travel Time Off for Same Day Travel (HGEA Settlement)

- Applies only to employees who could qualify for overtime pay
- 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

Employee's regular hours are: 7:45am – 4:30pm

Travel Times: From: 6:05 am To: 6:41am
From: 5:15 pm To: 5:51 pm

Departure: 5:35 am to 7:45 am = 130 minutes

Return: 4:30 pm to 5:51 pm = 81 minutes

Total unconverted time = 211 minutes
Total converted time = 316.5 or 5.25 hrs.

Worksheet B (Per Diem – Out-of-State)

- Part A – Overnight Travel
 - Commences 24 hrs. prior to start of business
 - based on Hawaii time

**WORKSHEET B
COMPUTATION OF PER DIEM AND MEAL ALLOWANCE**

Check One: Intra-State (overnight) Intra-State (same day)
 Out-of-State

Travel from: Honolulu to Doston on official business

Dept. Date: 5/7/2011 Time: 10:58 PM Return Date: 5/14/2011 Time: 7:16 PM

A. Computation of Per Diem Allowance: (Intra-state Overnight/Out-of-state)

Dept. Day	Full Days	Return Day	Total Days	Rate	Total
0.25	6	1	7.25	145	\$ 1,051.25
			0		\$ 0.00
Total A \$					1,051.25

Enter quarter days
not dates

Worksheet B (Per Diem – Out-of-State)

- Part C – Add meal allowance when lodging provided

C. Computation of Meal Allowance when lodging provided at no cost to employee (rounded to the nearest dollar):
 (intra-state per diem is \$90.00, out-of-state per diem is \$145.00)

Travel beginning before 8:00 am	8% of per diem	6	Breakfast	\$ 72.00
Travel beginning before 12:00 noon or return after 12:30 pm	12% of per diem	6	Lunch	\$ 102.00
Travel ending after 7:00 pm	20% of per diem	6	Dinner	\$ 174.00
Total C \$				348.00



Worksheet C (Hotel Accommodations)

- Requires minimum 2 quotes
- Exception for conference hotel
- Calculation of excess lodging
 - Actual cost – hotel allowance
 - Hotel allowance - \$50.00 Intra-state
 - \$85.00 Out-of-state
- Excess lodging requires prior approval
- Use personal card to make reservations.
- pCard **MAY NOT** be used
- Include justification if not using the lowest cost hotel



Worksheet C (Hotel)

WORKSHEET C HOTEL ACCOMMODATIONS

Intra-State: (min. 2 quotes required)

Out-of-State: (min. 2 quotes required)

Check-In Date: 5/8/2011
Destination: Boston, MA

Check-Out Date: 5/14/11
Conference Hotel:
(prior approval for excess lodging required)

Selected	Name of Hotel	Hotel Rate	Date of Quotation	Excess Lodging Per Day**	Total Excess Lodging
<input checked="" type="checkbox"/>	Boston Double Tree Baysid	\$142.58	2/18/11	\$57.58	\$345.48
<input type="checkbox"/>	Holiday Inn Express	\$168.00	2/18/11	\$71.69	430.14
Form of Payment: <input type="checkbox"/> P.O.# <input type="text"/> <input type="checkbox"/> *Credit Card # <input type="text"/> Exp. Date: <input type="text"/> Cardholder Name: <input type="text"/>					

*Entering personal credit card information is optional.

Justification for selection other than lowest quotation: (conference hotel excluded)



****If staying at a conference hotel, the minimum quotes are not required. Check the appropriate box.**

Worksheet D (Ground Transportation)

Intra-State Car Rental

- ❖ Car rental when authorized
 - ❖ SPO Price List No.12-14 is mandatory
 - ❖ www.hawaiistatecars.com

WORKSHEET D GROUND TRANSPORTATION

INTRA-STATE CAR RENTAL

Pick-up Date: 5/9/2011

Return Date: 5/10/2011

Pick up Location: Lihue Airport

Drop Off Location: Lihue Airport

Vendor	Car Rate (price list)	Total Cost (no. of days x rate)
Enterprise Rent A Car	\$41.50	\$41.50

SPO PRICE LIST 12-14 Commercial Car Rental Services

- Driver need not be pCardholder
- Employee must have a valid driver's license
- Compact size, unless justified/authorized for larger car size
- Gas included
- Insurance not reimbursable
- Employee personally responsible for deviations
(upgrades, overtime, extensions)



Report any accident/incidents to Risk Management immediately!

EXCEPTIONS TO PRICE LIST NO.12-14

- Delegated to the Department Head
 - Must be obtained prior to travel.
 - SPO-016, Procurement Violation for after-the-fact exceptions.
- Check with ASO for departmental procedures & policies

Travel Approval Form (SPO-030)

Employee/Traveler Information

- ✓ Check intra or out-of-state
- ✓ Complete employee/traveler profile
- ✓ Complete justification
- ✓ Indicate date/time/destination business starts
- ✓ Indicate date/time/destination business ends

Travel Approval Form (SPO-030)

TRAVEL APPROVAL FORM

Check One: Intra-State Out-of-State

Name of Traveler: Jane Doe Phone: 587-4702 Fax: 586-0563

Position/Title: Environmental Specialist Bargaining Unit: 13

Department/Division/Office: DLNR - Land Management

Contact Person: Bonnie Kahakui Phone: 587-4702 Fax: 586-0563

Billing Address: _____

Justification: (Attach additional sheets if necessary, including conference/meeting agenda and training schedule)

Attend Land Management Conference

Date & Time Business/Conference/Meeting Begins*: 5/9/2011 8:00 City: Boston, MA

*Indicate time employee needs to be at the destination, including any preconference meetings, etc.

Date & Time Business/Conference/Meeting Ends: 5/13/2011 2:00 pm City: Boston, MA

Travel Approval Form

Cost Information (transfer information)

- ✓ Worksheet A - Air travel costs (authorized only)
 - ✓ including baggage fees
- ✓ Worksheet B - Per diem
- ✓ Worksheet C - Hotel costs
- ✓ Worksheet D - Transportation costs
- ✓ Other Expenses (i.e. registration fees)

Travel Approval Form



Cost Information (transfer information)

COST INFORMATION	
Worksheet A - Airfare for Authorized Travel	\$764.00
Baggage Fees	\$50.00
Worksheet B - Per Diem and Meal Allowance	\$1,051.25
Worksheet C - Hotel Accommodations - Excess Lodging	\$345.48
Worksheet D - Ground Transportation	\$64.00
Other Expenses (registration fee, training material, passport etc.)	\$125.00
Describe:	
TOTAL	\$2,399.73
Program ID: _____ Appropriation Symbol: _____	

Travel Approval Form

Complete TAF Form*

- ✓ Attach all worksheets (if applicable)
- ✓ Signed by Requesting Authority
- ✓ Signed by Approving Authority

*Amend TAF only when changes to:

- dates of travel
- destination
- purpose

Travel Procedures (cont.)

- Check departmental policies for other approvals & procedures
- Make definite travel arrangements only when approvals have been received
(It may be necessary to re-do worksheets)
- Failure to follow travel procedures is considered a procurement violation and may result in submitting a SPO-016
- Keep all receipts for Statement of Completed Travel (including airline boarding passes as proof of travel)

STATEMENT OF COMPLETED TRAVEL

- ◆ Follow department policy & procedures
- ◆ Use department form
- ◆ Submit within 10 working days of return

SAMPLE STATEMENT OF COMPLETED TRAVEL

Statement of Completed Travel					
Department of Accounting and General Services					
Check One:		<input type="checkbox"/> Within State (overnight)		<input type="checkbox"/> Within State (same day travel)	
		<input checked="" type="checkbox"/> Out of State			
Division / Branch :		State Procurement Office		Date: 12/11/2012	
In accordance with Section 78-15, HRS, as amended, and the Comptroller's Rules and Regulations, I certify that I traveled from Honolulu to San Diego on official business.					
The travel was authorized by: (see attached) Request for Intra-State Travel <input checked="" type="checkbox"/> TAF / Memo <input type="checkbox"/>					
Date of Departure: 12/4/2012		Time: 12:50pm		Return Date: 12/7/2012 Time: 3:15pm	
Computation of Per Diem Allowance (overnight / out of state - instructions on reverse)					
Depart Day	Full Days	Return Day	Total Days	Rate	
0.5	+	2	+	0.75	= 3.25 X 145 = \$ 471.25
	+		+		= \$
Computation of Travel Allowance (same day travel)					= \$

SAMPLE STATEMENT OF COMPLETED TRAVEL

B. Computation of Subsistence Allowance when per diem is not provided:					
Travel beginning before 8:00 am		Breakfast	(8% of per diem) *	\$	
Travel beginning before 12:00 noon or return after 12:30 pm		Lunch	(12% of per diem) *	\$	
Travel ending after 7:00 pm		Dinner	(20% of per diem) *	\$	
C. DEDUCT meals furnished to traveler in connection with approved travel:					
Number of meals furnished:	1	Breakfast	(8% of per diem) *	\$	\$12.00
	1	Lunch	(12% of per diem) *	\$	\$17.00
	1	Dinner	(20% of per diem) *	\$	\$29.00
D. Other allowable expense (itemize and attach receipts)					
		taxi	\$	20	\$20.00
		baggage	\$	40	\$40.00
			\$		
			\$		
E. TOTAL CLAIM:					\$ 589.25
F. DEDUCT from TOTAL CLAIM advance by State Warrant Voucher					
Summary Warrant Voucher (DBRN #)				Dated:	\$ 0
G. TOTAL DUE TO EMPLOYEE OR STATE					\$ 589.25
Submitted by:		Signature		Approved by:	
Date	Typed Name		Date	Title	
BU#	Social Security #(last four)		* Rounded to the nearest dollar		

SPO WEBSITE

<http://hawaii.gov/spo>

STATE OF HAWAII
STATE PROCUREMENT OFFICE
Integrity in an Open, Fair and Transparent Process

Home | About | Doing Business with the State | For State & County Personnel | HePS | Public Information | Contact

site map accessibility contact

Search Site

Welcome to the State Procurement Office!

The State Procurement Office (SPO) serves as the central authority on procurement statutes and rules for all government bodies of the State and its counties. Hawaii is decentralized in its procurement of goods, services, construction and health and human services. Each jurisdiction has authority to purchase, however the State Procurement Office remains the central source on matters of procurement policy.

Where can I find information on...

- SPO Executive Overview
- Overview of Government Contracting
- Opportunities to Compete for State Contracts: Procurement Notices for Solicitations
- Hawaii eProcurement System - HePS
- Contract Awards and Information

Boards & Committees

- Procurement Policy Board
- Community Council on Purchases of Health and Human Services

Information

- Procurement Notices for Solicitations
- Health & Human Service RFPs
- Contract Awards & Info
- Price & Vendor List Contracts
- Chief Procurement

SPO WEBSITE

<http://hawaii.gov/spo>

Procurement: Purchasing Procedures, Requirements, FAQs and Other References

- Purchasing Goods, Services and Construction
- Purchasing Health and Human Services
- Specifications Scope of Work
- DCCA Offices Responsible for Procurement Appeals of Protests, Licensing, Licensing Disputes
- Debarment and Suspension

Posting Procurement Awards, Notices and Solicitations- PANS
 Information on posting requirements, forms, training materials, etc.

CPO Approvals

- CPO Approvals for Goods, Services and Construction
- CPO Approvals for Health and Human Services

Contract Awards

Reference

- AS Contract Forms
- For State and County Personnel
- Purchasing Goods, Services or Construction
- Purchasing Health and Human Services
- Travel
- pCard
- HePS
- FAQs
- SPO Training & Informational Sessions for State & County Personnel

SPO WEBSITE

<http://hawaii.gov/spo>

The screenshot shows the State Procurement Office (SPO) website. The header includes the SPO logo and the tagline "Integrity in an Open, Fair and Transparent Process". The main navigation menu includes links for Home, About, Doing Business with the State, For State & County Personnel, HePS, Public Information, and Contact. The current page is "Travel Services", as indicated by the breadcrumb "you are here: home > for state & county personnel > travel > travel services". The page content is organized into sections: "Travel Services", "Travel Procedures" (with a link to "Travel Procedures Training Reference - March 5, 2012"), "Commercial Car Rental" (with a link to "Commercial Car Rental Services Price List"), and "Miscellaneous" (with links to "Comptroller Memorandum No. 2012-03 - Federal Per Diem Rate (CONUS)", "Comptroller Memorandum No. 2012-01 - 2012 Standard Mileage Rate Announced by Internal Revenue Service (IRS)", "Comptroller Memorandum No. 1992-09 - Travel benefits Relating to Frequent Flyer Programs", and "HGFA Settlement Agreement September 2000"). A sidebar on the right contains a "Search Site" box and a menu with categories like "Information", "Procurement Notices for Solicitations", "Health & Human Services RFPs", "Contract Awards & Info and CPO Approvals", "Price/Vendor List Contracts", and "Chief Procurement Officers".

FINAL REMINDERS

1. Written delegation is not required. This is a mandatory workshop for ALL staff making travel arrangements, or staff involved in Pre-Post travel review.
2. Use the forms on the website as they are the most current. Obsolete forms may be rejected.
3. E-mail the group attendance sheet within 24 hours (or Monday if the class is held on a Friday) to spo.training@hawaii.gov
4. Complete the online survey.
5. SPO moving to a new website!

CONTACT INFORMATION

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