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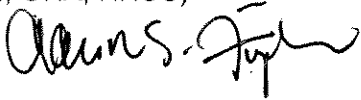
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October 8, 2007

PROCUREMENT CIRCULAR 2007-03, Amendment 2

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

FROM: Aaron S. Fujioka 

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

Executive Order 07-09 grants elected and appointed officials, public officers and employees in the executive branch, including EMCP employees, who are excluded from collective bargaining units 02, 03, 04, 09, 13, the same increase in per diem, retroactive as of July 1, 2007, as reflected in the collective bargaining agreements.

- Out of-state per diem is \$145.00 and hotel allowance is \$85.00 per night.
- Intra-state per diem is \$90.00 and hotel allowance is \$50.00 per night.
- In computing per diem for intra-state travel, the official travel time shall begin 60 minutes before the scheduled departure time.

Employees should check with their Administrative Services Office regarding procedures for retroactive per diem adjustments and payments.

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