

DAVID Y. IGE  
GOVERNOR



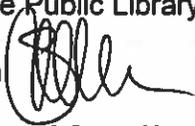
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**PROCUREMENT CIRCULAR 2007-03, Amendment 4**

TO: Office of the Governor  
Office of the Lieutenant Governor  
Chief of Staff  
Executive Department Heads  
Hawaii State Public Library System, State Librarian

FROM: Sarah Allen 

SUBJECT: Intra and Out-of-State Travel Procedures

ACT 158, Relating to Governmental Travel, was signed into law by Governor David Ige on June 29, 2016, effective July 1, 2016. This ACT allows the State and counties to pay approved travel costs, for officers and employees, directly to vendors or by cash advances prior to travel, rather than reimbursement after-the-fact.

ACT 158 reads in part:

"§78- Payment of approved travel costs for public officers and employees. (a) This section shall apply to all approved travel costs incurred by an officer or employee of the State or a county in connection with the official business of the respective jurisdiction.

(b) Subject to subsection (d), the State and the counties may pay approved travel costs directly:

(1) The vendor providing the goods or services involved; or

(2) The officer or employee for whom the approved travel costs are to be paid, by way of a cash advance prior to the date of purchase, unless the officer or employee affirmatively agrees to loan the State or a county the money for the travel costs and be reimbursed after the officer or employee pays for the travel costs.

ACT 158 further states:

“§78 – (e) For the purposes of this section, “approved travel costs” mean any determinable costs of travel for official state or county business approved by the respective jurisdiction and supported by a written invoice. The term includes the costs of transportation to and from a destination point, between destination points, or within a destination point; event registration fees; per diem allowances; and any other necessary costs related to the travel.

Therefore in accordance with the statute, the Intra- and Out-of-State Travel Procedures and forms have been revised and shall be effective November 1, 2016.

The *Travel Approval Form*, for SPO-030, Worksheets A-D, and *Statement of Completed Travel*, SPO Form-031, are available on the SPO website, [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click on “Forms.”

c: Chief Procurement Officers