

**STATE PROCUREMENT OFFICE
TRAVEL PROCEDURES**

Effective 11/1/2016, these travel procedures and the applicable revised form and worksheets shall be used for purposes of Intra-State and Out-of-State travel. Department may impose additional requirements in its departmental travel procedures.

AIFARE: Worksheet A

1. Fill in all fields and indicate which itinerary was selected (for out-of-state travel).
2. **Intra-State travel** requires only one airfare quote. Agencies are encouraged to enroll in the Hawaiian Air corporate program to take advantage of the preferred fares, minimal or no change fees and a liberal refund/change policy. See PL13-21, or as amended.
3. **Out-of-State travel** requires a minimum of two airfares for authorized/official business, from two different sources. The employee shall be scheduled to arrive at the out-of-state destination at least ten (10) hours before reporting to duty.
4. Worksheet A* should reflect the two authorized flight schedules (sections Itinerary #1 and #2). Itinerary #3 may be used to indicate airfare costs combining authorized travel with personal deviation(s)**.
5. For out-of-state travel, select the most economical airfare (unless otherwise justified), based on the itinerary that fits the business requirements.
6. The pCard shall be used for authorized airfare. Any personal deviation(s) which increases the airfare is the responsibility. The pCard shall not be used to cover the increase in cost for any personal deviation.
7. Baggage is limited to one checked bag, based on the airline's standard weight and linear measurements.
8. Place the total cost of authorized airfare in the appropriate field on the Travel Approval Form (TAF).
9. Confirmed reservations shall not be made until the TAF has been approved by the appropriate approving authority.

Notes:

*Worksheet A may need to be redone, if the original airfare quotes are no longer valid. An amended TAF is not necessary if the airfare quotes are revised.

** Personal deviation includes personal preferences on air carrier, side trips, routing, schedule, etc. Any additional costs, resulting from deviations are the responsibility of the traveler. The traveler shall obtain an airfare quote for the authorized portion of the trip and any personal deviation costs.

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PER DIEM: Worksheet B

Complete the top portion of the Worksheet indicating Intra-State or Out-of-State travel, travel dates/times, and destination.

Intra-State Travel

PART A – Computation of Per Diem Allowance: (Overnight)

1. Per diem starts 60 minutes prior to the flight departure time from the traveler's home island and ends when the flight returns to the airport at the traveler's point of origin.
2. Calculate per diem based on quarter days (see chart on Worksheet B).
3. When lodging or meals are provided at no cost to the traveler, per diem rates shall be adjusted (reference: HAR §3-10-10(b)(2)(C) and §3-10-10(b)(4)). Complete Sections C and D as applicable.
4. Indicate the total per diem cost on the appropriate line on the TAF.

PART B – Same-Day Travel

1. If applicable, traveler is entitled to a \$20.00 meal allowance for same-day travel.
2. Indicate the \$20.00 meal allowance on the TAF.

Out-of-State Travel

1. Per diem starts a minimum of 24 hours prior 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 the 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.
2. Calculate per diem based on quarter days (see chart on Worksheet B).
3. When lodging or meals* are provided at no cost to the traveler, per diem rates shall be adjusted (reference: HAR §3-10-10(b)(2)(C) and §3-10-10(b)(4)). Complete Sections C and D as applicable.
* Note: For Collective Bargaining Unit members, per diem allowance is not adjusted when meals are included in conference programs. See CM
4. Indicate the total per diem cost on the appropriate line on the TAF.

HOTEL LODGING: Worksheet C

1. Complete the top portion of the form, indicating intra- or out-of-state travel, check-in/out dates and destination.
2. **Intra-State and Out-of-State travel** requires a minimum of two authorized quotes nearest the place of business/meeting etc., unless using a conference hotel. Check the box to indicate 'conference hotel'.
3. Calculate excess lodging for each quotation, including conference hotel.
4. Select the most economical hotel that best fits the business requirements (within the vicinity to the meeting/conference etc.). Justification must be completed if not selecting the most economical hotel.

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5. Prior approval (via TAF) is required for excess lodging reimbursement, including conference hotels.
6. Place the total excess lodging on the appropriate line on the TAF.
7. The pCard shall not be used for payment of hotel accommodations.
8. Personal credit card information is not required on the worksheet. However, most hotels require this information to guarantee reservations.

TRANSPORTATION: Worksheet D

1. **Intra-State Travel.** Travelers shall use the SPO Price List Contract No. 12-14 (or as amended) for car rental reservations, when a rental car is necessary. Complete the intra-state Car Rental section of the Worksheet D.
2. **Out-of-State Travel.** Travelers shall use airport and/or hotel shuttle whenever possible. If a car rental is necessary, a minimum of two quotes from two different sources, for authorized travel, are required.
3. Car rental shall be used only when no other cost effective means are available. Complete the Out-of-State Car Rental portion of Worksheet D.
4. Loss Damage Waiver (LDW), Collision Damage Waiver (CDW) or Physical Damage Waiver (PDW) are the **ONLY** insurance options permitted and reimbursable by the State for out-of-state travel. The State is self-insured therefore, no insurance option is allowed for intra-state travel.
5. If a 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.

TRAVEL APPROVAL FORM (TAF)

1. Complete the TAF, based on official business dates, time, and using the estimated costs obtained from the worksheets.
2. Include on the TAF any miscellaneous fees that may be incurred (i.e. registration fees, training material, etc.)
3. Attached the applicable worksheets to the TAF.
4. Route the TAF and applicable worksheets to the traveler for affirmation of travel costs if not requesting advance per diem (see Section: Advance Per Diem for additional information).
5. Route TAF to department's requesting and approving authority as required by departmental procedures.
6. Upon signed approval, traveler (or designee) can proceed to make definite travel arrangements.
7. An amended TAF is required only if changes are made to the dates of travel, destination, and purpose of travel.

ADVANCE PER DIEM & PAYMENTS FOR TRAVEL EXPENDITURES

1. Advance per diem shall be submitted no more than 14 working days prior to departure date, but no less than 5 working days prior to departure date.
2. Advance payment for lodging, including excess lodging, ground transportation, and other travel costs, for official business, approved by the department head, or designee, shall be supported

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by a written invoice, receipt of payment, or confirmed reservations showing details of the reservation (i.e. hotel reservations confirmation included nightly room rates and dates of reservations). Request for these types of advance payment(s) shall be submitted, along with the request for advance per diem, no more than 14 days prior to departure, but no less than 5 working days prior to departure.

3. Request for advance payments not supported by proper documentation, shall be rejected but may be submitted with the Statement of Completed Travel, after travel has been completed.

STATEMENT OF COMPLETED TRAVEL

1. Effective November 1, 2016, form SPO-031, Statement of Completed Travel (rev. 10/1/2016) shall be used for all submissions. Failure to use the revised form may result in delays and/or re-submission.
2. A Statement of Completed Travel is required, along with all applicable worksheets and supporting documents within 10 working days upon return to duty. Failure to submit the Statement of Completed Travel may jeopardize the traveler's future advance per diem requests.
3. Instructions on how to complete the Statement of Completed Travel are attached.