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

FROM: Sarah Allen 

SUBJECT: Intra-State Travel Procedures – Bargaining Unit 13/35

Effective July 1, 2020, in computing the amount of per diem for intra-state travel, the official travel time shall begin ninety (90) minutes before the scheduled flight departure time and shall end thirty (30) minutes after the return to the Employee's home airport.

This computation shall be applicable to all intra-state trips, except one-day travel (leaving and returning the same day).

At this time, this change only applies to employees in Bargaining Unit 13 and their excluded counterparts, as well as employees in the Excluded Managerial Compensation Plan (EMCP) in Bargaining Unit 35.

For questions on this procurement circular, please contact Bonnie Kahakui at 587-4702, or email bonnie.a.kahakui@hawaii.gov.