

DAVID Y. IGE  
GOVERNOR



BONNIE KAHAKUI  
ACTING ADMINISTRATOR


**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 586-0554  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

October 24, 2022

PROCUREMENT CIRCULAR 2007-03, Amendment 5

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

FROM: Bonnie Kahakui 

SUBJECT: Intra and Out-of-State Travel Procedures

Effective October 24, 2022, Intra-State travel requires two airfares for authorized/official business, from two different vendors. See VL23-09, or as amended.

Therefore, the Intra- and Out-of-State Travel Procedures and forms have been revised and shall be effective October 24, 2022.

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."

For questions on this procurement circular, please contact Shannon Ota at 586-0563, or [Shannon.j.ota@hawaii.gov](mailto:Shannon.j.ota@hawaii.gov).