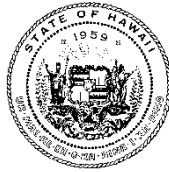


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



BONNIE KAHAKUI
ADMINISTRATOR
DAYNA OMIYA
ASSISTANT ADMINISTRATOR

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII'
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May 15, 2026

PROCUREMENT CIRCULAR 2026-13

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

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Administrator *Bonnie Kahakui*

SUBJECT: New Travel Guidelines and Procedures

Procurement Circular 2026-13 supersedes Procurement Circulars 2007-03 (and Amendments 1 through 5) and Procurement Circular 2021-03.

The purpose of this Circular is to establish updated travel guidelines and procedures for State of Hawaii Executive Branch Departments and Agencies (excluding UH, DOE, HHSC, and OHA). These guidelines are issued in accordance with Hawaii Administrative Rules and collective bargaining agreements for the Hawaii Government Employees Association (HGEA).

Effective July 1, 2026, the following provisions shall apply:

Professional Meetings, Trainings, and Conferences	The employer (State) has the discretion to determine whether a meeting, training, or conference is appropriate, considering operational impacts and available funding.
Meals and Incidental Expenses (M&IE)	Employees required to stay overnight will receive a travel allowance based on the Federal Allowance Rate applicable to the destination. Incidentals covered under this allowance include taxes and gratuities, (e.g., tips to porters, baggage carriers, and hotel staff).
Lodging	Employees will be reimbursed for actual lodging expenses up to the Federal Allowance Rates. Any lodging costs that exceed the federal allowance require approval from the Department Head.
Advance M&IE and Reimbursements	Employees will receive advance M&IE and lodging expenses for official travel whenever feasible.

M&IE - Conference Programs	M&IE shall not be reduced when meals are provided as part of conference programs.
One Day Intra-State Travel	Employees traveling interisland without an overnight stay will receive a \$30.00 allowance.
Travel to Mountainous/Remote Areas	Employees traveling to qualifying mountainous or remote areas will receive \$30.00 per calendar day.
Official Travel Time	For purposes of computing M&IE, official travel time shall begin ninety (90) minutes prior to the scheduled flight departure time and shall end thirty (30) minutes after return. This applies to both out-of-state and interisland travel.

The State Procurement Office will be conducting virtual training sessions on June 9, 2026, and June 16, 2026, for employees responsible for preparing and reviewing travel documents.

Employees may register by selecting one of the dates and times below, which will direct them to the registration form:

- [Tuesday, June 9, 9:00 am HST](#)
- [Tuesday, June 16, 9:00 am HST](#)

Registration is also accessible via the SPO website at <https://spo.hawaii.gov/> > [Training for State & County Personnel](#) > [Schedule & Registration](#) > select [June 9](#) or [June 16](#).

Attendees needing an auxiliary aid/service or other accommodation due to a disability are asked to email state.procurement.office@hawaii.gov as soon as possible, preferably by close of business June 3, 2026, for Session 1, and June 10, 2026, for Session 2. If a request is received after those dates, the SPO will try to obtain the auxiliary aid/service or accommodation but cannot guarantee that the request will be fulfilled.