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COMPTROLLER'S MEMORANDUM No. 2020-04

TO: Department Heads
FROM: Curt T. Otaguro, Comptroller 
SUBJECT: Updated Travel Policy Relating to COVID-19

Comptroller Memorandum 2020-04 provides guidance for travel in light of current events of the COVID-19. The COVID-19 outbreak is a rapidly evolving situation and guidance may change as warranted. **All** State travel (international and domestic including inter-island) will be suspended until further notice unless approved by your Director. Any exceptions must be justified why travel is essential to the State at this time and approved by the Director or Deputy Director of the respective department. All exceptions must receive concurrence of the Comptroller.

For travel that has already been scheduled, departments/agencies are responsible for any cancellation fees in the event a trip is cancelled by the meeting/event planners, organizers or for other reasons beyond the control of the State employee. Some of the major airlines and/or hotels are offering to waive cancellation and change fees for travel. Employees should take advantage of these waivers whenever possible.

If the departments/agencies deem it unnecessary to travel or the employee(s) wishes to cancel their reservation for fear of COVID-19, the departments/agencies are responsible for the non-refundable cancellation costs. The departments/agencies should submit with their reimbursement a written authorization stating the airline, hotel, etc. are not waiving their fees. If the travel includes a personal deviation, the cancellation-related costs should be pro-rated. If the departments/agencies are unable to get written authorization, a memo should be submitted to the Comptroller requesting an exemption and justification.

The State will not be responsible for any cancellation or change fees incurred for any portion of the travel as a result of a personal deviation.

If you have any questions, please contact Theoni Wong of our Pre-Audit Branch at 586-0650 or Shannon Ota of the State Procurement Office at 586-0563.