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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

October 7, 2016

COMPTROLLER'S MEMORANDUM NO. 2016-17

TO: Heads of Departments and Agencies

ATTN: Administrative or Fiscal Office

FROM: Douglas Murdock, Comptroller

SUBJECT: Act 158 (2016) Payment for Approved Travel

This memorandum is to advise all departments and agencies that effective July 1, 2016, Act 158 (2016) Section 78-1 was amended to include advance payment of approved travel costs incurred by an officer or employee of the State in connection with official business.

Approved travel costs may be paid directly to the vendor providing the goods or services or to the officer or employee by a cash advance unless they affirmatively agree to loan the money for travel costs and be reimbursed after costs have been incurred. The Travel Approval Form (SPO-030) has been updated to reflect the loan to the State if the employee or officer is not receiving an advance payment.

Requests for advance payment of approved travel costs must be supported by an invoice or confirmed reservation showing details of the reservation (i.e., hotel reservation confirmation includes nightly room rate and dates of reservation). Departments are reminded the pCard should be used for all authorized air itineraries.

Departments are responsible for developing internal controls to ensure all travelers submit a Statement of Completed Travel form supported by receipts for business expenses. The statement and supporting documents should be submitted within 10 working days of return.

If there are any questions regarding this information, please contact Ms. Lenora Fisher, Accounting System Manager, Accounting Division, Pre-Audit Branch, at 586-0650 or email at lenora.d.fisher@hawaii.gov.