

## **STATE OF HAWAII – ENHANCED 911 BOARD TRAVEL PROCEDURES**

### **AIRFARE:**

- Intra-State Travel requires a minimum of two (2) airfare quotes for authorized official business, from two (2) different vendors.
- Out-of-State Travel requires a minimum of two (2) airfare quotes for authorized official business, from two (2) different vendors. The employee shall be scheduled to arrive at the out-of-state destination in accordance with Collective Bargaining Agreement (CBA).
- Travel Deviations for personal travel requires a minimum of two (2) airfare quotes combining the authorized travel with personal deviations.
  - Personal deviations include but is not limited to air carrier, side trips, routing, schedule, etc.
  - Additional costs, resulting from deviations are the responsibility of the traveler and/or agency.
- The most economical airfare shall be selected (unless otherwise justified), based on the itinerary that fits the official business requirements.
- Seat selection shall be in regular coach class.
  - Seat upgrades (i.e. preferred, comfort, etc.) shall be the responsibility of the traveler and/or agency.
- Baggage is limited to one (1) checked bag for out-of-state travel, based on the airline's standard weight and linear measurements.

### **PER DIEM:**

- Intra-State Travel (Same-Day)
  - Whenever employees are required to travel on official business to another island, the traveler shall be entitled to a meal allowance.
  - The meal allowance shall be accordance with the employees CBA.
- Intra-State Travel (Overnight) and Out-of-State Travel
  - Whenever employees are required to travel overnight to another island or out of the State of Hawaii on official business, the traveler shall be provided a per diem.
  - The per diem amount shall be in accordance with the employees CBA.
  - Per diem calculations are based on quarter-day periods, with the quarter-day periods measured from midnight. Calculations shall be in accordance with the employees CBA.
  - When lodging or meals are provided at no cost to the traveler, per diem rates shall be adjusted.
    - For Collective Bargaining Unit members, per diem allowance is not adjusted when meals are included in the conference programs.

- When activities such as luncheon's, networking events, etc. are offered to the traveler on a voluntary basis, costs deriving from attendance to the activity/event shall be the responsibility of the traveler and/or agency.
- When personal leave is added to the official travel, the per diem amount shall be the same as that which would have been allowed if the authorized leave had not been taken.

**LODGING – INTRA-STATE AND OUT-OF-STATE TRAVEL:**

- Requires a minimum of two (2) hotel quotes nearest the place of official business, conference, etc. unless, using a conference hotel.
- The most economical hotel within the vicinity of the official business, conference, etc. shall be selected.
  - Justification is required, if the most economical hotel is not selected.
- In-room dining/room service, early check-in or late check-out fees and room upgrades will not be a reimbursable expense.

**TRANSPORTATION – INTRA-STATE AND OUT-OF-STATE TRAVEL:**

- Travelers shall use the hotel shuttle whenever possible.
- If the hotel shuttle is not possible, travelers shall provide an estimated cost for ground transportation (i.e. airport shuttle, taxi, uber, etc.).
- When no other cost-effective means are available, a rental car shall be used.
  - If a rental car is required, the traveler/agency shall provide justification, estimated cost (to include parking) and obtain Board approval prior to the authorized travel.
    - All rental car policies shall be followed to include but not limited to refueling the vehicle upon return.
    - Rental car insurance coverage shall be the responsibility of the traveler's county/agency.

**REGISTRATION:**

- The Board will not require the county/agency to provide membership to the Association of Public Safety Officials (APCO) or the National Emergency Number Association (NENA) for their employees. However, each county/agency is encouraged to provide these memberships for their employees to receive reduced conference rates.
- The traveler and/or agency is encouraged to register early to take advantage of lower registration rates.
- Attendance to pre and/or post conference course(s) require Board approval prior to the authorized travel.
  - The traveler/agency shall provide justification for attendance, course syllabus and estimated cost. The cost for attendance shall include registration, per diem, lodging and airfare differential.

- Traveler's and/or agencies who do not receive prior approval will not be reimbursed for expenses related to the pre and/or post conference course(s) and will not be allowed to request Board approval after the travel is completed.
- Attendance and the costs associated with pre and/or post conference social activities such as golf tournaments and runs will not be a reimbursable expense.

### **OUT-OF STATE TRAVEL COST**

- With inflation and increasing fuel costs, the Board has set costs to travel out of the State of Hawaii, not to exceed:
  - East Coast Travel - \$4,500.00
    - North and South Carolina, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and Washington DC
  - Central Region Travel - \$4,000.00
    - Alabama, Arkansas, North and South Dakota, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Ohio, Oklahoma, Tennessee, Texas, West Virginia, and Wisconsin
  - West Coast Travel - \$3,500.00
    - Alaska, California, Oregon, and Washington.
- Agencies are encouraged to obtain the lowest travel costs. Costs that exceed the limits set by the Board shall be the responsibility of the agency.
- Travel cost limitations will be reevaluated annually during the Strategic Budget process to ensure the cost for travel is in alignment with the economy.

### **REIMBURSEMENT REQUESTS**

- Upon completion of the travel, the agency shall submit a request for reimbursement via the E911 Board's request form.
- The agency shall attach copies of the following:
  - Airfare, hotel, registration, and ground transportation quotes.
  - Deviation quotes.
  - Pre and/or post conference quotes and Board approval.
  - Statement of completed travel showing the actual expenses related to the authorized travel.
  - Boarding passes, airfare, baggage, hotel, registration, ground transportation and rental car (if applicable) receipts.
  - A one-page memorandum from the traveler(s) with a synopsis of the training or informational sessions attended and the benefit of such to the traveler, agency, and Board.
- Failure to provide the necessary supporting documentation may result in the request being denied in part or in whole.