



UNIVERSITY
of HAWAII®
SYSTEM

October 26, 2009

MEMORANDUM

TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal/Administrative Officers

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: AMENDMENT TO BU 08, 68 AND 78 TRAVEL ALLOWANCE

We have been notified that effective November 1, 2009, the travel allowance for Bargaining Unit 08 and corresponding excluded Units 68 and 78 employees has been amended to provide the following:

1. Overnight Travel On-Island, Inter-Island and Out-of-State

The Employer's present rules and regulations on Travel Policies and Procedures shall be amended to provide for the following:

- a. When employees are required to travel on official business and such travel requires an overnight stay, they shall be provided with a travel allowance consisting of: (1) the applicable federal allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of actual lodging expenses, which shall not exceed the federal lodging allowance. Lodging expenses in excess of the federal lodging allowance may be requested on an exception basis. Such requests for lodging expenses in excess of the applicable federal rate shall be reasonable, shall be approved in advance of the employee's trip, and shall require submittal of receipts prior to reimbursement.
- b. Nothing in this paragraph shall preclude employees from accepting M&IE and reimbursement for actual lodging expenses which are less than the federal allowable rates.
- c. In the case of official travel time involving a fraction of a day, the allowable claim for M&IE shall be prorated in terms of quarter-day periods of actual travel time. Unless otherwise authorized by the Employer, allowable travel time is the time necessary to

travel by the most direct route to and from the points specified in the approved travel plan or request, plus the time necessary to conduct the required official business.

- d. Nothing in this Article shall be interpreted to restrict a more liberal travel allowance payment (or other reimbursement) if such payment is provided by an external source of funding.
- e. In order to provide freedom of choice in meal consumption, an employee shall not have the M&IE allowance reduced on the basis of meals included in conference programs.

2. Inter-Island Travel Not Involving An Overnight Stay

For inter-island travel not involving an overnight stay, the Employer will provide the Employee with an allowance of \$20.00.

3. Mileage Reimbursement

The Employer's present rules and regulations for reimbursing employees for use of their private vehicles when required to use such vehicles in carrying out their duties shall provide for reimbursement at the applicable federal mileage rate per mile traveled on business.

For travel plans beginning in October and continuing into November (e.g., travel is from 10/29/09 to 11/06/09), please process the entire travel allowance based on the July 1, 2007 – June 30, 2009 Unit 08 Contract.

Should there be any questions, please call the Disbursing Office at 956-6621.