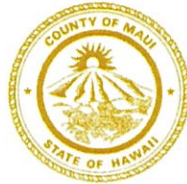


Michael P. Victorino  
Mayor

Sananda K. Baz  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

April 16, 2021

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/16/21  
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair  
Budget, Finance, and Economic Development Committee  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2022 BUDGET**

As requested during the Budget deliberations, I am transmitting a copy of the County's travel policy for your reference.

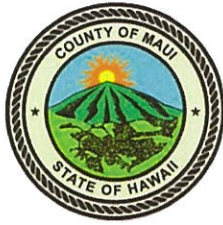
Should you have any questions, please contact me at ext. 7212.

Sincerely,

A blue ink signature of Michele M. Yoshimura, written in a cursive style.

MICHELE M. YOSHIMURA  
Budget Director

Attachment



COUNTY OF MAUI  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION

# Travel Policy and Procedures Manual

FIN-TRA-001-2020  
**Revised: 01/01/2020**

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## **A. INTRODUCTION**

The purpose of this policy is to set clear guidelines and requirements for travel by Maui County (“County”) employees and to ensure that there is consistency across all departments in implementation and enforcement. It is understood that there are times when travel is necessary, but publicly-funded travel should be kept at a minimum, used only when the County will derive a clear and specific benefit through those traveling, and is cost-effective relative to the County benefit derived. It is vital that all employees traveling on taxpayer funds act in good faith, and understand and comply with these policies and procedures in order to foster public trust and confidence in government. Failure to comply with these policies and procedures may result in revocation of travel privileges and disciplinary action.

## **B. OVERVIEW**

These travel policy and procedures are based on a combination of requirements set by the Maui County Code, various union bargaining agreements, county policies, state law, procurement considerations, and by accounting requirements. For ease of understanding and implementation, these policies and procedures are organized as closely as possible to the actual sequence of the travel process, but differentiated by whether it is out-of-state travel, or inter-island travel.

### **References**

1. Maui County Code, Title 2, Chapter 2.48 Travel Expenses
2. HB 2247 (2016 Legislative Session)
3. The various collective bargaining unit Travel Arrangements UPW BU1 (section 44); HGEA BU02, 03, 04, & 13 (article 41, 44, and 45 respectively); SHOPO (article 52); IAFF Local 1463 (section 25).

### **Department/Division Travel Coordinator**

Each department, division, or other functional groups is required to have an assigned travel coordinator and a backup person who will be responsible for coordinating travel arrangements and maintaining a log with supporting documents of all travel requests. Travel coordinators are also responsible to make sure all travel receipts are submitted for pre- and post-travel reimbursements and ensuring that if there’s any overpayment made by the County, the employee submits the payment due to the County. The Purchasing Division will provide initial and ongoing training to these coordinators, who will be the primary point of contact by the Finance Department regarding travel within their functional units.

### **Travel Approval Form (TAF) and Other Travel Forms**

The Travel Approval Form (TAF) must be used to record information for every phase of County-related travel, including trip authorization approval, air, car, and hotel reservations, per diem amounts and calculations, and advanced and post travel reimbursement expenses. Instructions and worksheets are available to assist the departments on how to fill out the TAF.

The TAF is not available online or in fillable format. The travel process has many stages, including pre- and post- travel authorizations and accounting, thus, a multiple 5-part form is ideal. This form allows the Accounts Division to track payments that have been made so when post-travel reimbursement requests are submitted, Accounts staff will be able to review what has already been processed and ensure that no duplicate payments are made.

This policy and the following fillable travel forms are available on the County's intranet, <https://hi-maui-county-intranet.civicplus.com/322/Travel-Policy-Procedures>:

1. Request for Out-of-state Travel Approval (ROOSTA)
2. Airfare & Baggage Fees (Worksheet A)
3. Per Diem/M Meal Allowance (Worksheet B)
4. Hotel Accommodations, Excess Lodging/Advance Payments (Worksheet C)
5. Ground Transportation (Worksheet D)
6. Lost Receipts

The TAF and any required additional forms shall be submitted as soon as possible to the Purchasing Division to allow sufficient time for Purchasing and Accounts to process pre-travel payments.

## **C. TRAVEL JUSTIFICATION**

All travel requests must be approved by the department head. Prior to any approval, department heads are required to carefully scrutinize all travel requests, including but not limited to the following:

1. The county, department, or division will derive a clear and specific benefit through those employees who will be traveling.
  1. Is the conference or training syllabus/agenda relevant and pertinent for those traveling and critical to achieving the operational objectives of the department or division?
  2. Are those traveling able to not only retain the information presented, but also able to train others, or use the information to either implement a new, or make improvements to an existing, program, policy, procedure, etc.
2. The expenses associated with the travel request are reasonable and necessary.
  - a. Is this the cheapest or most cost-effective method for training? Can the training or information be obtained via on-line research, or a webinar, instead of traveling?
  - b. If training is required on the mainland, can the training wait until another time when the conference is cheaper (i.e. in Los Angeles rather than New York)?
  - c. Is the information or skills to be gained from the conference or training specialized or complex and therefore justify hands-on training?
  - d. Are other county employees, whether from the same department or not, also attending the conference, training, etc.?
  - e. If so, is it essential for more than one employee to be attending the same conference, training etc.?
3. The travel request is in strict compliance with the County travel policy.



## D. OUT-OF-STATE TRAVEL ONLY

### Departmental Travel Approval/Disapproval Requirements

Unless specifically exempt, the following shall apply to all out-of-state travel:

1. A Request for Out-of-state Travel Approval (ROOSTA, formally known as TEPS) form shall be submitted for review and approval/disapproval at least 60 days in advance of the travel. Exceptions to this may be granted by the Mayor or Acting Mayor. The ROOSTA form is available as a one-sheet, fillable form on the intranet under How Do I/Make Travel Plans.
2. Each person travelling is required to sign the ROOSTA form indicating that:
  - a. They have read and understand the County Travel Policy and Procedures;
  - b. They agree to act in good faith and in compliance with these policies and procedures; and,
  - c. All information, including reasons and benefits to the County for travelling, is true and accurate.

### Administrative Authorization to Travel

If approved by the department head, all out-of-state travel must then be approved by the Mayor or Acting Mayor on the ROOSTA Form. The completed form must be submitted to the Budget Director no later than 60 calendar days prior to the travel date. Exceptions to the 60 calendar day rule must be approved by the Mayor or the Acting Mayor. A delay by the Mayor or Acting Mayor in approving an exception will not result in any liability on the department, provided that they submitted the paperwork no later than 60 calendar days prior to the date of travel.

### Travel Number

Once mainland travel is authorized but prior to booking a reservation or paying a conference registration fee, a Travel Number must be requested from the Purchasing Division. The travel number must be displayed on all pCard transactions related to the travel, as well as on the Travel Approval Form (TAF) and associated worksheets. The following information should be submitted via email when requesting a travel number:

1. Name of Traveler(s)
2. Department
3. Approved signed ROOSTA
4. Detailed Agenda for the Conference/Meeting showing destination(s), start and end dates and times

*\* Prior to this revision, a number was attached after the travel paperwork was submitted to the Purchasing Division.*

### Out-of-State Airfare

After receiving a request for an Out-of-State Travel Number, the Purchasing Division will provide the Authorized maximum price (AMP) based on economy, number of stopovers, connection times, etc., as follows:



1. Purchasing will price Economy Class fare, including airlines that distinguish between Basic Economy and Economy fares. Premium Economy fares will not be allowed.
2. Number of connections to a destination. The fewer the better, and the County of Maui will pay a premium of approximately \$100.00 per avoided connection.
3. Time between connecting flights. Purchasing will try to:
  - a. Avoid connection times of less than 1 hour, so that the next flight won't be missed
  - b. Avoid connection times greater than 2.5 hours.Purchasing will generally pay a premium of \$100 to avoid each additional hour of delay beyond 2.5 hours.
4. The primary objective is to insure that the traveler arrives at least 10 hours prior to the conference or meeting start.
5. Purchasing will need the flexibility to adjust these considerations as market or other conditions change. Each fare determination will have a unique set of market factors and circumstances.

Occasionally there will be several options available to the traveler under the maximum price established. The Purchasing Division uses tools such as Google Flights and airline websites to determine AMP for the official travel based on the factors described above. If the traveler disagrees with the AMP as determined by Purchasing, the traveler can appeal to the Managing Director, but the Department or Division travel coordinator shall not book any flight until Purchasing has received a revised AMP range from the Managing Director. The Department or the traveler will not be liable for the time it takes the Managing Director to decide on the appeal.

1. The County will only pay for County-related travel expenses. County related travel expenses means official travel directly to and from the conference or meeting location.
2. **After receipt of the AMP, travel arrangements must be planned and booked within 5 working days.**
3. All airline reservations and payment for County related travel must be made with a County pCard, unless specifically exempt by the following provisions:

Exemptions: Non-County related "side-trips" and extensions.

  - a. Making airline reservations and payment for non-County related travel, including extending the trip or flying to other locations for personal reasons, on a County pCard is prohibited.
  - b. If a traveler is planning on flying to other locations or extending his/her trip for personal or non-County related reasons, the trip shall be paid for with the traveler's personal credit card, and the traveler shall seek reimbursement in advance for the County-related portion of the trip.
  - c. Information on any non-County related "side-trips" and extensions must be attached to the Request for Out-of-state Travel Approval (ROOSTA) form. Failure to provide this information with the ROOSTA form may result in the County denying reimbursement for the County-related portion of the trip.
  - d. It shall be the responsibility of the traveler to make any arrangements for the personal "side-trips" or extensions.
  - e. The County shall not be liable for any loss, damages or costs resulting from, or accruing during, the employee's non-County related portion of the trip.
4. Upgrades. If the traveler wants to upgrade a pCard purchased trip in any way, he or she may

do so at their own expense, and only after the approved trip has been purchased with the pCard.

5. Full/Refundable fares. The County will not pay for full or refundable fares.
6. Traveling with family on official county business. The use of county pCards to insure that accompanying family members can sit next to each other, travel under the same reservation number, or for any other reason, is strictly prohibited.
7. If the airfare amount provided by Purchasing exceeds the amount indicated on the ROOSTA form, it is the responsibility of the department to check with the ROOSTA committee for continuing approval of the travel. The Purchasing Division will not monitor this step.
8. Chronological steps for booking out-of-state airfare are as follows:
  - a. ROOSTA form approval.
  - b. Scan the following documents: (1) ROOSTA form; (2) Conference/Meeting agenda showing official start and end times of event. If the traveler is not attending the entire event, indicate on the conference materials when the traveler will be there.
  - c. Email the scanned documents to [purchasing@co.maui.hi.us](mailto:purchasing@co.maui.hi.us).
  - d. The Purchasing Division will email a reply back with the Authorized Maximum Price (AMP) along with an Out-of-State Travel Number.
  - e. Book the trip within 5 business days.
  - f. Send original signed ROOSTA, Conference/Meeting Agenda and all additional supporting documents to Purchasing, attached to a Travel Approval Form (TAF).

### Out-of-State Rental Car Reservations

1. Travelers are required to stay at conference hotels. If staying at a conference hotel, travelers shall not rent a vehicle without sufficient justification of inadequate transportation options with the ROOSTA form. If rooms are not available at the conference hotel, travelers may rent a vehicle with prior approval. Ground transportation will not be reimbursed for traveler(s) who choose to stay at a non-conference hotel.
2. Travelers may rent a vehicle when automobile travel is essential. Three vehicle rental quotes are required. The rental vehicle shall only be used for official county business and to obtain meals within a reasonable distance from the conference or training venue.
3. The County shall not be liable for any damages or costs when travelers use the vehicle for unofficial business or personal reasons.
4. Travelers are required to seek the most cost effective option, including renting only compact or equivalent vehicles. Requests for exceptions may be made and approved on an individual basis.
5. There are no restrictions on car rental companies at this time, however, the State of Hawaii is currently working on a contract for out-of-state rental cars. Maui County will follow this contract when approved.
6. Mainland rental car companies typically place a hold (typically \$500 - \$1500) on a traveler's personal credit card when renting a vehicle, as the card will be charged if there is an accident. It is the responsibility of all out-of-state travelers to have their own credit card and understand the conditions under which their card could be used before they agree to travel out-of-state on County business.
7. Travelers shall not select options for free pre-paid gas.

8. The County will not pay to rent a GPS unit.
9. For out-of-state car rentals, the County will not pay for any added insurance, as the County of Maui is self-insured. If an accident occurs, the following steps are required:
  - a. Immediately notify Risk Management at (808) 270-7535. Leave a message if calling after hours.
  - b. Complete a Vehicle Accident Report after returning to the office.
  - c. Forward claim notices from the rental car company or receipts/charges made on the employee's personal credit card to Risk Management.

## E. IN-STATE TRAVEL ONLY

### Travel Number

The Purchasing Division will assign blocks of Intra-State Travel Numbers to designated Department Travel Coordinators. These coordinators will be responsible for dispersing the numbers to other travel coordinators within their department or division, so that no number is repeated. Basic format of the number is: Alpha, Last 2 digits of fiscal year, 4 digits. e.g. A190001. Each department is assigned a different alpha.

Travel numbers will need to be updated at the beginning of each fiscal year to reflect the current fiscal year at the time of the travel number issuance.

Examples: On June 30, 2019, the travel number issued for a TAF where the travel takes place on Aug. 5, 2019 will be formatted A19XXXX.

On July 1, 2019, the travel number issued for a TAF where the travel takes place on Aug. 5, 2019 will be formatted A20XXXX.

The travel number must be displayed on all pCard transactions related to the travel, on the travel approval form, and worksheets.

### Inter-Island Airlines

1. Departments are responsible for obtaining the most cost-effective airfare. It is strongly recommended that travel be arranged at least 30 days in advance, when possible.
2. The County of Maui participates in State of Hawaii Contract 13-21, and travelers can book exclusively with Hawaiian Airlines under this contract. Reservations can also be made with any of the regularly scheduled carriers or charters that fly in the islands.
3. All airline reservations and payment for official county travel must be made using a County pCard.
4. Travel to Oahu shall be booked to arrive the same day as the conference or meeting starts, and return the same day as the conference or meeting ends. Exceptions must be justified and submitted in advance, via memo signed by the Department Head.
5. All travel must be booked at the cheapest possible coach fare. First class travel is not allowed, except when it is the only seat available. It is the responsibility of the traveler to print out the reservation options that indicate that only a first class option was available at the time of booking.
6. Personal deviations from official travel are allowed as follows:



- a. If the personal travel is within the same island where the official business occurs and on the same day or days as the conference or meeting, the airfare shall be booked with the pCard. It shall not be considered personal travel as it is recognized that the earliest and latest flights in any given day are often the cheapest.
  - b. If the personal deviation affects the dates or the locations, the travel shall be booked with the traveler's personal credit card and the traveler shall request either advanced or post travel reimbursement. In these situations, the department shall keep a record of the cost of the "official" travel by printing a quote from the Hawaiian Airlines (or other) website and keeping it on file for two years.
7. Hawaiian Airlines Corporate Cards. Many Departments have these cards and they are very useful for eliminating change fees. The Purchasing Division is not involved in the utilization of these cards or the mileage that accrues from these cards. It is up to the departments to utilize the miles for the benefit of their department and the taxpayer.

#### Inter-Island Car Reservations:

1. Travelers may rent a car through [www.hawaiiistatecars.com](http://www.hawaiiistatecars.com) when automobile travel is essential. The rental car shall only be used for official county business, and to obtain meals within a reasonable distance from the conference or training venue.
2. The County shall not be liable for any damages or costs when travelers use the vehicle for unofficial business, take an indirect route to and from the conference, or use the vehicle for personal reasons.
3. Travelers needing to rent cars are required to seek the most cost effective option, including renting only compact or equivalent vehicles.

The County of Maui participates in a mandatory contract managed by the State of Hawaii for rental cars. The contract is currently with Panda Travel and reservations can be made through their web portal: [www.hawaiiistatecars.com](http://www.hawaiiistatecars.com). Through the website there is a choice of three (3) rental car companies (Enterprise, National, and Alamo) for Oahu, Kauai, Hilo and Kona, and one (1) choice for Molokai (Alamo). pCards must be used for these reservations and payments. Please note that a full tank of gas is included in the Hawaii State Car rental price, and a gas refill is not required.

Lanai is not covered under the Hawaii State Cars contract and the only option is to rent through Lanai City Services, which requires the traveler to use their own personal credit card. Other than the car rentals companies mentioned above, no exceptions will be allowed.

The County will not pay for any added insurance as the County of Maui is self-insured. If an accident occurs, the following steps are required:

1. Immediately notify Risk Management at (808) 270-7535. Leave a message if calling after hours.
2. Complete a Vehicle Accident Report after returning to the office.
3. Forward claim notices from the rental car company or receipts/charges made on the employee's personal credit card to Risk Management.



## Ferries

The Lanai ferry is a very cost effective way to travel, provided that the traveler has arranged for transportation upon arrival on Lanai (e.g. someone to pick them up). pCards can be used to pay for ferry transportation, and coupon books are available for purchase for those departments that travel regularly via ferry to Lanai. Parking in Lahaina is reimbursed upon submission of a receipt, as a post travel reimbursement request.

## F. IN-STATE AND OUT-OF-STATE TRAVEL - TRAVEL GUIDELINES AND REQUIREMENTS

### Hotel Reservations

1. The use of pCards to pay for any hotel expenses is prohibited.
2. Travelers are strongly encouraged to stay at conference hotels. If rooms are not available at the conference hotel, travelers may stay at an alternate hotel with the most economical rate available.
3. Hotel Parking – The County will only pay for self-parking. Valet parking will be acceptable only if self-parking is not available.

### Room Sharing

It is entirely at the discretion of the Department Head as to whether an employee will be required to share a room or not with the other travelers attending the same conference or meeting. In some situations, the Department Head may require the sharing of rooms as a minimum requirement for being able to attend a meeting. In other situations, there may be more budget flexibility to allow travelers to each have an individual room. However, the County of Maui does not allow full per diems to be paid to all travelers when they are sharing a room, for the purpose of providing what amounts to additional compensation to employees for sharing a room. If a room is shared, the lodging part of the per diem is only paid to one occupant of the room.

### Conference Registration Fees

In compliance with HB2247 (2016), the county pCard may be used to pay for all conference registration fees in advance. If there is a problem using the pCard for registration, the Purchasing Division shall be notified with the cardholder's name, card number, the vendor, and the approximate time that the transaction failed in order for the bank to identify the problem. The County of Maui will pay for basic conference registration fees and additional pre- or post- conference workshops if it is documented and approved by the Department Head. The County will not pay for special events, meals, golf tournaments, outings, or anything else associated with a conference if it involves a separate charge outside of the basic conference registration fee. Outings that directly relate to county business (e.g. Solid Waste personnel visit a local recycling operation) will be reimbursed if approved in advance by the Department Head. Planning and approval to attend a conference should happen well in advance as there are often significant discounts for registering for a conference early, often 6 months or more in advance.

Most conferences offer early bird registration fees and conference hotel rooms at discounted rates. In efforts to minimize travel costs and to prevent last minute arrangements, employees are now required to take advantage of the early bird registration fees, if offered. **Administration reserves the right to deny travel requests if the early bird registration was not utilized and/or unable to reserve hotel rooms at the conference rate.**

### Conference or Meeting Agenda

Written documentation of the conference agenda or a meeting notice must be attached to the TAF. Exceptions are made to this requirement for regularly scheduled routine trips related to repair and maintenance work, inspections, etc.

### Conference Travel Package Adjustments

Occasionally, a conference or meeting will be organized to include lodging or other expenses as part of a conference registration fee. Travelers are required to deduct these costs from the per-diem amount requested (\$50.00 per day for inter-island lodging and \$85.00 per day for out-of-state lodging). If an occasional meal is included as part of a conference fee, travelers are not required to reduce per diem requests. However, if all meals are included, travelers are required to adjust the non-hotel portion of their per diem accordingly, and only claim for necessary incidental expenses. Also, for those conferences or meetings where all expenses are covered, the County will pay reasonable “travel time” per diem to cover expenses such as meals paid for in-transit.

### Baggage Fees

If necessary, the County will pay the baggage fee for the first bag checked (only) as a reimbursable expense. Refer to the section on post-travel reimbursement below. **A receipt will be required for reimbursement.** With advanced documentation and approval, additional baggage fees may be paid by the County. For example, if the film commissioner travels with a box of brochures to be distributed at a trade show, the County may pay this expense as a 2<sup>nd</sup> bag. Authorized baggage can be paid with the county pCard in advance if possible. Otherwise, authorized baggage can be reimbursed after travel with a receipt.

### Other Expenses

Costs for ground transportation and parking can be reimbursed after travel. The traveler is responsible for covering these expenses until the post-reimbursement check is issued. Travelers may arrange to pay for hotel parking in advance and request advanced reimbursement along with advanced hotel expenses (see Hotel Reservations Section). Travelers are responsible for obtaining and submitting receipts to support claims for reimbursement as soon as possible, but no later than two months after completion of the travel. **Tips to cab drivers, valet parking, and any other expenses not expressly covered by this travel policy are to be paid out of the traveler’s per diem, and will not be reimbursed as an added expense.**



### Per Diem/Meal Allowance

Per Diem will be issued no earlier than 2-3 weeks prior to the travel date.

Per Diem for In-State Travel is \$22.50 per quarter.

Per Diem for Out-of-state Travel is \$36.25 per quarter.

### Per Diem Exceptions

1. One-day travel. For most employees and bargaining units, there is no per-diem for travel that starts and ends on the same day. Instead, employees are allowed \$20.00 as a meal allowance.
2. One-day travel for excluded, exempt, and appointed employees. For these groups, the \$22.50 per quarter per diem rate applies to a maximum of \$45.00 or two quarters for a non-overnight trip.
3. Employees in the Fire Fighters union receive \$20.00 per quarter for in-state travel.
4. Employees residing on the island of Maui. For one-day travel to Hana or into Haleakala Crater, employees are allowed \$6.00 for breakfast, \$8.00 for lunch, and \$10.00 for dinner instead of the amounts listed above.

### Determining the Per Diem Amount

**In-State:** When computing the per diem amount for overnight travel, the official travel time begins 1 hour prior to the scheduled flight departure, and ends at the scheduled arrival time. Quarters are computed as follows:

1 <sup>st</sup> quarter	12:01 pm - 6 am
2 <sup>nd</sup> quarter	6:01 am - Noon
3 <sup>rd</sup> quarter	12:01 pm - 6 pm
4 <sup>th</sup> quarter	6:01 pm to Midnight

**Out-of-State:** For out-of-state travel the official travel time for calculating per diem begins at least 24 hours in advance of the start of the out-of-state conference or meeting. The County will normally pay for per diem starting when the flight leaves or would leave in order to get the employee to the destination in time for a full night's rest. The employee shall be scheduled to arrive at the out-of-state destination at least 10 hours prior to reporting for work. The official travel time shall end as soon as practically possible after the conference end time upon the employee's return to their home airport - but no later than 24 hours after work ends at the out-of-state location. Quarters are computed the same as for in-state travel.

### Advanced Payment Request

Under HB2247 (2016), the State of Hawaii is encouraging the payment of approved travel prior to the trip. Advanced payments may be paid to a vendor providing goods or services, or to reimburse a traveler for official business expenses if they use their personal credit card in the following examples.

1. Airfare or Car Rental – booked with traveler's personal credit card (due to side-trips or travel extensions that are non-county related)
2. Hotel or Lodging Accommodations
  - a. If advanced payment for lodging is requested, the meal allowance per diem amount for

each 24-hour period is \$40 for in-state travel and \$60 for out-of-state travel.

Advanced payments are requested in the Advanced Payment section on the TAF and any applicable worksheets.

1. Travelers requesting advanced payments are required to provide an invoice, receipt of payment, or confirmed reservations showing details of the reservations at the time of the pre-travel reimbursement request. The paperwork must be detailed (i.e. the reservation confirmation must include daily or nightly rates and the dates of the reservation. Lump sum receipts are not acceptable.)
2. Post travel. Travelers who received their advanced payments are required to submit detailed itemized invoices or receipts as confirmation for the payments. Receipts must be attached to a copy of the TAF and write "Advanced Payment Receipts" on the top of the TAF. Submit these documents to the Purchasing Division, even if no other additional reimbursement is requested (i.e. the hotel receipt with itemized breakdown, car rental receipt with detailed charges shown, boarding passes or print out of confirmation of boarding). Department travel coordinators are expected to ensure these receipts are submitted timely.

### Post-Travel Reimbursements

1. Commercial Lodging Allowance – Per diem is intended to cover part of the lodging expense for overnight travel: \$50.00 per day for in-state travel and \$85.00 per day for out-of-state travel. In most cases, the cost of the lodging is greater than what is covered by per diem. Excess lodging expenses should be submitted as post-travel request, provided that the choice of lodging is approved by the department head in advance. The traveler must attach a copy of the detailed hotel billing, and adjust the billing to exclude meals, entertainment, extra nights stayed beyond the authorized travel expenses or any other personal items from the total that are covered by the per diem.
2. Actual expenses associated with ground transportation such as car rentals (not paid with a county pCard), fuel, taxi fares, etc., are reimbursed for the amounts actually incurred. Copies of all receipts must be attached to the post-travel request and adjusted to exclude personal expenses.
3. Occasionally, plans may change and if authorized, additional per diem or other expenses may be claimed during the post-travel reimbursement process.
4. Department Head, or an authorized designee's signature is required for all post-travel reimbursement requests. The authorized signature is required in addition to the Department Head, or authorized designee's initial travel request approval.
5. All post-travel reimbursement requests must be submitted within two months after completion of travel.

### Overtime Pay when Traveling

Any overtime payments incurred while on official business travel must comply with all County of Maui policies and procedures relating to overtime.

### Use of the pCard



If a pCard is used for travel related expenses, the monthly pCard transaction log must show the travel number assigned and be included on all travel paperwork, for each transaction.

### **Receipts and Lost Receipts**

1. Receipts are required for airfare, lodging and all of the other expenses related to the travel. If an original receipt is lost, a copy of the receipt may be acceptable.
2. If a receipt is lost, a form for lost receipts must be completed and submitted with the post-travel reimbursement request. This form is available on the intranet in the Forms/Finance Department/Purchasing Division.

### **Inspection Trips**

When a department is purchasing a large piece of equipment, it is often advantageous to travel to the mainland to inspect the equipment for potential defects before it is shipped to Maui. Two personnel should be sufficient to attend this type of trip: a mechanic and a decision maker authorized to accept or reject the equipment. The Mayor or Acting Mayor must approve in advance and in writing, if the department requires more than two personnel to travel. This justification must include the reason why more than two personnel is required. It is also important to note that departments are prohibited from putting requirements in bid specifications that requires the winning bidder to provide inspection trips to our personnel as part of bid price.

### **Third-Party Travel Packages**

Purchasing travel packages, airfare, hotel rooms, or car rental from 3<sup>rd</sup>-party travel companies (e.g. Expedia, Travelocity, Kayak, etc.) is prohibited due to the inability to produce detailed original receipts from the primary airfare, hotel room, or car rental providers. Detailed receipts are necessary for department heads to approve costs, including excess lodging amounts.

### **Travel Insurance**

The purchase of Travel Insurance with County of Maui funds is disallowed for County of Maui travel. Travelers may purchase travel insurance with their own funds if they wish.

### **Expenses Incurred on Island of Residence**

The County of Maui will not pay for employees' stay in hotels located on the island on which they live on, without prior written approval from the Mayor or Acting Mayor. The County of Maui will not pay for taxi service to and from the airport. The County of Maui will pay for parking at the airport for up to five consecutive days. Advanced written approval is required for parking at the airport more than five consecutive days. Other than parking at the airport, any exceptions to this policy must be approved in advance and in writing by the Mayor or Acting Mayor.

### Considerations for Choosing Conferences and Training

1. Publicly-funded travel should be kept at a minimum, used only when the County will derive a clear and specific benefit through those traveling, and is cost-effective relative to the County benefit derived.
2. Employees should not be attending conferences or training simply because they saw a brochure or found something or somewhere on the web that was appealing. Nor should supervisors be sending employees to conferences as a reward for work done. Salaries, benefits, and recognition programs approved by the Department of Personal Services are the only rewards allowed by the County.
3. Department heads and supervisors are required to carefully scrutinize all travel requests before approval. It shall be the responsibility of the department heads and supervisors to determine, at a minimum, whether:
  - a. All information, including reasons and benefits to the County for travelling, is true and accurate; and
  - b. The travel request is in strict compliance with the County travel policy and ROOSTA form requirements.

## G. EXEMPTIONS OR EXCEPTIONS

Blanket exemptions or exceptions to any part of this policy shall be done independently and in advance of any specific trip, and shall require the Department Head to submit written justification to the Mayor or Acting Mayor through the Purchasing Division. If the Mayor or Acting Mayor approves the blanket exemption or exception, a copy of the approved exemption or exception must be made available to the Purchasing Division for records well in advance of any specific travel request for which the exemption or exception would apply. An example of an approved exception or exemption would be a doctor's note that requires an employee to receive additional accommodations.

## H. TRAVEL FOR NON-EMPLOYEES

1. The Travel Approval Form shall also be used for non-County employees' travel.
2. If the travel is for a boards or commission member, this travel policy and procedures also apply and the member is treated as a County employee.
3. Trainer travel expenses. When a department hires a trainer, the trainer should include his travel expenses in the cost of the training, and the department shall determine if that total fee is beneficial to the County employees and its taxpayers. In this situation, the County should not be paying separate itemized expenses for travel as it is difficult to justify upgraded seats or hotel rooms.
4. Per diem. The general rule is that the County of Maui will not pay for per diem or the equivalent of per diem to non-County employees.
5. Exceptions may be granted by the Purchasing Division on a case by case basis, and established situations such as out-of-state witness payments.



## I. PENALTIES

Violation of any provision of the County Travel Policy and Procedures may result in revocation of travel privileges, disciplinary action up to and including termination, and civil or criminal penalties as allowed by law.

## J. RECORD KEEPING

Departments shall keep all travel records for a minimum of 2 years. The Accounts Division keeps all payment information and original receipts for 7 years.

## K. REIMBURSEMENTS AND DEADLINE

All reimbursement requests must be turned in no later than 60 days after the completion of the travel. **If the reimbursement request is not made within 60 days, the traveler will not be reimbursed for the post-travel expenses.** Employees will only be reimbursed for items approved on the ROOSTA form.

## L. POST TRAVEL REPORT

All out-of-state travelers are required to submit a post-travel report to their Department Head, with copies submitted to the Budget Director and Managing Director, within 30 days of the return date.

## M. CONCLUSION

It is the duty of all employees and managers to be the guardians and custodians of taxpayer funds. Therefore, travel must be made when necessary to achieve the organizational objectives, regardless of the funds availability.

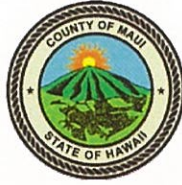
The County of Maui Travel Policy and Procedures revised policy dated February 15, 2019 is hereby superseded and this policy is updated and shall be effective January 1, 2020.

  
SCOTT K. TERUYA  
DIRECTOR OF FINANCE

**MICHAEL P. VICTORINO**  
Mayor

**SCOTT K. TERUYA**  
Director

**MAY-ANNE A. ALIBIN**  
Deputy Director



**DEPARTMENT OF FINANCE**  
COUNTY OF MAUI  
200 S. HIGH STREET  
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## **POST TRAVEL REPORT (Sample)**

Page one of the Post Travel Report should include the following general information:

- Report Date
- Associated Travel #
- Name of Traveler
- Department/Division Name
- Conference Name
- Conference Dates
- Conference Location (City/State)
- Travel Dates

The report should also contain other sections that include an overview of the conference, highlight your interest in the conference and your reasons for attending, detail what you learned, summarize your experience, and describe how you will implement what you have learned into your organization. Customize your trip report to showcase the benefits you received and how your Department/County will benefit from your attendance.

### **(SAMPLE NARRATIVE)**

#### **Overview of Conference:**

This conference was hosted by Disaster Recovery Journal and was held at Disney's Coronado Springs Resort in Orlando, Fla. The conference theme was "Creating Complete Solutions." The focus is on all aspects of business continuity, including data processing, IT, risk analysis, resiliency, communications, crisis planning, awareness training, certification, industry regulations and much more.

The conference is structured into three and one-half days of sessions, with group events on two evenings. During the conference, attendees are able to choose from general sessions, workshops and breakout sessions. A mock exercise session is also an option.

A concurrent exhibition is held onsite during the conference, allowing opportunities to visit with booth personnel and investigate new products and services.

All conference materials were included in the conference fee, as are six meals, refreshment breaks and two hospitalities.



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### **Why Did I Choose to Attend?**

This conference is the largest dedicated to business continuity, attracting hundreds of planners from around the world. The conference has an excellent reputation for providing information at the lowest cost in the industry.

The networking opportunities appealed to me, as did the opportunity to learn from some of the industry's best. I was particularly interested in sessions on < insert customized list here > since they directly relate to < insert aspects of your job or projects here >.

In addition to the conference sessions, the chance to network with other planners < include name(s) and their title, company, jurisdiction > in similar situations was a very valuable experience. I was also able to interact with vendors < insert name(s) > in the exhibition hall at Spring World 2020. The opportunity to research new technologies and discuss current methods with service experts was very worthwhile and a cost-savings for my organization.

### **What Sessions Did I Find Most Valuable?**

During the conference, I was able to attend numerous sessions. I was able to focus on topics that directly relate to my position at this organization and find solutions for ongoing projects.

Sessions include: < Insert Name, Speaker and Subject > Provide a listing of what you learned in the session and how it will apply to your organization.

List as many sessions as desired and included detailed descriptions of each one. If desired, photocopy session handouts and include with your trip report.

If available, include CE hours or validation that sessions were attended.

### **What Networking Events Were Beneficial?**

While at Spring World 2020, I was able to attend two hospitalities and also participate in Roundtable Lunch Discussions. The first event was a welcome reception in the exhibit hall. This allowed the first opportunity to visit with vendors, speakers and other attendees.

< List specific people, vendors or speakers you interacted with and the benefits of those discussions. >

During Roundtable Lunch Discussions, I interacted with others in the < insert name (s) > industry. < List any particular interactions that could help with projects at your organization > and/or < List any contacts you made that you will use in the future >.

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### **Overall Summary of Conference Experience**

I was very pleased with my conference attendance and felt it was well worth the registration fee and travel expenses. I gained valuable experience that can be implemented in our organization. In addition, I learned new methods that may help cut our future costs < identify if possible >. The networking experience was very beneficial as well. I was able to speak with several industry experts < identify if applicable > who provided tips and useful information for my particular dilemmas and work projects.

The conference was very organized and the speakers remained neutral, making the information extremely valuable. The exhibition hall provided a friendly, informative place to meet with vendors and view their products and services.

In addition, the meals and refreshment breaks were extremely nice and allowed me to save on my travel budget. I was very pleased with all that I received at Spring World 2020 and hope to attend a future conference.

### **Recommendations that the County of Maui should consider:**

#### **Follow up items:**

## BFED Committee

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**From:** Kristina Cabbat <Kristina.Cabbat@co.maui.hi.us>  
**Sent:** Friday, April 16, 2021 5:03 PM  
**To:** BFED Committee  
**Subject:** BD-1&1a (BFED-1) & OM-1 (BFED-1)  
**Attachments:** Fiscal Year (FY) 2022 Budget (BD-1) (BFED-1).pdf; Fiscal Year (FY) 2022 Budget (BD-1A) (BFED-1).pdf; (OM-1) Response.pdf

Please see attached.

Thank you,  
Kristina