

**INTERNAL
COMMUNICATION FORM**

Suspense

DEPARTMENT OF HUMAN SERVICES

Subject: FMO CIRCULAR NO. PM 16-02
PAYMENT FOR APPROVED TRAVEL

Originator:

To: SOs, DAs, BAs, SAs, USs **From:** FMO **Date:** 10/24/16 **Memo No. 1**

Effective July 1, 2016, Act 158 was amended to include advance payment of approved travel costs incurred by an officer or employee of the State. Payment for approved travel costs may be paid directly to the vendor or to the officer or employee by a cash advance unless they agree to be reimbursed after costs have been incurred. Attached is Procurement Circular 2007-03, Amendment 4 and Comptroller's Memorandum 2016-17. Revised travel procedures and forms are available on the SPO website, www.spo.hawaii.gov and shall be effective November 1, 2016.

Requests for an advance payment must be supported by an invoice or confirmed reservation showing the details of the reservation. For example, if the request is for excess lodging a confirmed hotel reservation must include traveler's name, dates of reservation, and nightly room rate.

When requesting advance for approved travel costs submit the following:

- Purchase order and in the description area type in advance per diem, dates of travel, destination, and description of approved travel costs
- Two copies of the travel approval form and worksheets with quotes
- Conference/meeting agenda and/or training schedule
- Invoice or confirmed reservation showing the details of the reservation

Requests for advance must be submitted no later than 15 working days prior to the date of departure. Incomplete requests will be returned to the Division for correction.

After completion of the trip the statement of completed travel form along with the travel approval form, worksheets with quotes, conference/meeting agenda and/or training schedule, original receipts, and boarding pass, must be submitted to FMO/PA within 10 working days of return. Traveler's that do not submit their statement of completed travel form may not be advanced for future travel.

Information

pCard should be used for all authorized airfare

pCard should not be used for hotel accommodations, baggage fees, out-of-state car rental, and other ground transportation costs

Intra-State Travel/Worksheet A Airfare and Baggage Fees

Intra-state travel requires only one authorized quote for travel. However, if the traveler is deviating two quotes are required and must be obtained on the same day. Any additional costs resulting from the personal deviation is the responsibility of the traveler.

Subject:

FMO CIRCULAR NO. PM 16-02
PAYMENT FOR APPROVED TRAVEL

Originator:

To: SOs, DAs, Bas, SAs, USs

Date: October 24, 2016

Memo No. 1

Out-of-State Travel/Worksheet A Airfare and Baggage Fees

Out-of-State travel requires two authorized quotes, obtained on the same day, and from two different sources. After Director approves the travel approval form and if the airfare quotes are no longer valid you will need to obtain updated quotes and correct Worksheet A. If the traveler is deviating, two quotes are required for both authorized and deviated. Complete two Worksheet A, one for authorized travel and one for personal deviation. Any additional costs resulting from the personal deviation is the responsibility of the traveler.

Personal Deviation

Personal deviation includes personal preference on air carrier, side trips, routing, schedules, etc. Any additional costs, resulting from deviations are the responsibility of the traveler.

Intra-State and Out-of-State Travel/Worksheet C Hotel Accommodations

Requires a minimum of two authorized quotes nearest the place of business unless using a conference hotel. For conference hotel two quotes are not required and the conference hotel box should be checked. If the conference hotel is unavailable and selection is made from a list of preferred hotels recommended by the conference do not check the conference hotel box. Instead two authorized quotes are required and selection should be made to the most economical that best fits the business requirements.

Out-of-State Travel/Worksheet D Ground Transportation

Car rental should be used only when no other cost effective means are available. If a car rental is necessary submit justification for the car rental.

If there are any questions, please call the pre-audit clerk assigned to your office.



FMO

Attachments

c: Homelessness Program

DAVID Y. IGE
GOVERNOR



DOUGLAS MURDOCK
Comptroller

AUDREY HIDANO
Deputy Comptroller

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 *D. Murdock*
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.

DAVID Y. IGE
GOVERNOR



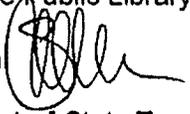
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October 06, 2016

PROCUREMENT CIRCULAR 2007-03, Amendment 4

TO: Office of the Governor
Office of the Lieutenant Governor
Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

FROM: Sarah Allen 

SUBJECT: Intra and Out-of-State Travel Procedures

ACT 158, Relating to Governmental Travel, was signed into law by Governor David Ige on June 29, 2016, effective July 1, 2016. This ACT allows the State and counties to pay approved travel costs, for officers and employees, directly to vendors or by cash advances prior to travel, rather than reimbursement after-the-fact.

ACT 158 reads in part:

"§78- Payment of approved travel costs for public officers and employees. (a) This section shall apply to all approved travel costs incurred by an officer or employee of the State or a county in connection with the official business of the respective jurisdiction.

(b) Subject to subsection (d), the State and the counties may pay approved travel costs directly:

(1) The vendor providing the goods or services involved; or

(2) The officer or employee for whom the approved travel costs are to be paid, by way of a cash advance prior to the date of purchase, unless the officer or employee affirmatively agrees to loan the State or a county the money for the travel costs and be reimbursed after the officer or employee pays for the travel costs.

ACT 158 further states:

"§78 – (e) For the purposes of this section, "approved travel costs" mean any determinable costs of travel for official state or county business approved by the respective jurisdiction and supported by a written invoice. The term includes the costs of transportation to and from a destination point, between destination points, or within a destination point; event registration fees; per diem allowances; and any other necessary costs related to the travel.

Therefore in accordance with the statute, the Intra- and Out-of-State Travel Procedures and forms have been revised and shall be effective November 1, 2016.

The *Travel Approval Form*, for SPO-030, Worksheets A-D, and *Statement of Completed Travel*, SPO Form-031, are available on the SPO website, www.spo.hawaii.gov, click on "Forms."

c: Chief Procurement Officers