

SECTION 524: TRAVEL RULES

1. General Description. As is the case with governments generally, travel expenditures have been the subject of a relatively high degree of regulation for many years; in Hawaii's government, one of the few expenditure areas covered by formal rules and regulations is travel expense incurred by officers, employees, and other representatives of the government.
2. Travel Rules. Under the general rule-making authority granted to the Comptroller by Section 40-13, Hawaii Revised Statutes, travel rules covering travel expenditure policies and procedures have been promulgated in accordance with the provisions of Chapter 91, Hawaii Revised Statutes. For the convenience of users of this Accounting Manual, the travel rules currently in effect are reproduced in their entirety in the Appendix section of this Manual.
3. As is the case with the approval of expenditures generally, no officer or employee should be authorized to approve payment for his or her own travel; the source of such approval must be the superior of the officer or employee traveling.
4. Intra-Island (Overnight) Travel.
 - (a) Special attention should be drawn to the significance of "travel status", as defined in Section 3-10-5 of the travel rules, in determining the allowance for per diem and other aspects of travel expense. In the case of trips within the same island in which a department or agency considers it necessary for the traveler to remain overnight at a work destination, rather than to return home daily, the department or agency should, as provided in Section 3-10-5 of the travel rules, request specific approval from the Comptroller to have the trips considered "travel status". The only other means by which per diem allowances can apply to intra-island (overnight) travel is by provision of a collective bargaining agreement, as referred to in Section 3-10-3 (c) of the travel rules. In summary, the travel rules provide only two ways in which per diem can be allowed for intra-island (overnight) travel:
 - (1) When prior specific approval from the Comptroller has been obtained under the provisions of Section 3-10-5.
 - (2) When an applicable collective bargaining agreement allows the per diem under the provisions of Section 3-10-3(c).

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- (b) Generally, when the Comptroller approves a request under Section 3-10-5 of the travel rules in connection with intra-island overnight travel as referred to in 4(a)(1) above, the approval requires that a department head (or a designee of the department head) personally approve the related trip. In such cases, the approving signature of the department head (or designee) must appear on the purchase order, when advance per diem payments are made, or on the statement of completed travel form, when per diem payments are made after travel has occurred.
- (c) When intra-island overnight travel per diem is allowed under 4(a)(2) above, the approving signature and title of the person authorized to approve per diem must appear on the purchase order, when advance per diem payments are made, or on the statement of completed travel form, when per diem payments are made after travel has occurred. The applicable bargaining unit code and the section (or article) of the bargaining unit agreement must also appear on either document, whichever the case may be.
5. Form Completion Instructions. Instructions for completing the PERSONAL AUTOMOBILE MILEAGE VOUCHER form, SAFORM C-33, are covered in the section of this Accounting Manual immediately following this section.