

SECTION 950: TRAVEL RULES

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TITLE 3  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

## CHAPTER 10

## TRAVEL RULES

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- Historical Note: Chapter 10 of Title 3, Administrative Rules, is based substantially upon the Rules and Regulations Governing Travel and Transportation Expenses. [Eff. 1/15/76; am 12/21/78; R JUN 01 1981 ]

**S3-10-1 Purpose.** The purpose of these rules is to provide uniform application of the Hawaii Revised Statutes and administrative policies, as they relate to travel expenses incurred by state employees and representatives in connection with official business of the state. [Eff. JUN 01 1981 ] (Auth: HRS §40-13) (Imp: HRS §40-13)

**S3-10-2 Effect of Rules.** These rules replace comptroller's rules and regulations governing travel and transportation expenses which became effective December 21, 1978. These rules also make void any travel-related communications previously issued by the comptroller. [Eff. JUN 01 1981 ] (Auth: HRS §40-13) (Imp: HRS §40-13)

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S3-10-3 Applicability. (a) Except as otherwise provided by statute, these rules apply to all persons in the employ of the state and to all other persons representing the state on official business.

(b) Except as otherwise provided by statute, these rules apply to all travel expenses regardless of the source of funding.

(c) Wherever there is a conflict between these rules and the provisions of a collective bargaining agreement that is in force, the provisions of the collective bargaining agreement take precedence; excluded employees under Chapter 89, H.R.S., shall receive the same application of such provisions as employees included in the related bargaining unit.

(d) These rules take precedence over conflicting travel policies, written or unwritten, that may be identified in any department or agency of the state. Written travel policies for internal administration within departments and agencies are encouraged, but are subordinate to these rules. [Eff. JUN 01 1981 ]  
(Auth: HRS §40-13) (Imp: HRS §40-13)

S3-10-4 Approval required for out-of-state travel.

(a) Unless otherwise directed by the governor, and except as otherwise prescribed by statute, a department head's written approval is required for out-of-state travel by any officer, employee, or other authorized representative of the department or of an agency under the department. The governor's written approval is required for out-of-state travel by a department head or the head of any other executive agency not under a department.

(b) Any delegation by a department head of authority to approve out-of-state travel (where the department head's approval is required) must be filed with the comptroller in writing.

(c) An amended approval for out-of-state travel is required whenever there is a change in the itinerary, dates, or purpose of the previously approved travel. [Eff. JUN 01 1981 ] (Auth: HRS §40-13)  
(Imp: HRS §40-13)

S3-10-5 Travel status. An employee or representative is considered to be on travel status only during the time when conducting official business away from the employee's or representative's regular place of business and while traveling to and from the place at which official business is transacted. Unless otherwise specified and approved by the comptroller, travel status begins with departure of

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common carriers from the island on which the traveler's regular place of business is located and terminates upon the traveler's return to that island.

[Eff. JUN 01 1981 ] (Auth: HRS §40-13)  
(Imp: HRS §40-13)

§3-10-6 Routing of travel. (a) Travel routes shall be the most direct routes available.

(b) Travel tickets shall be for complete routes, inclusive of stopover privileges whenever and wherever practical, to minimize the cost of special or short-run trips, stopovers, or backtracking. [Eff. JUN 01 1981 ] (Auth: HRS §40-13) (Imp: HRS §40-13)

§3-10-7 Preferred times of travel. Official business and related travel shall be conducted, whenever practicable, within the normal work week, Monday through Friday, and within the normal work day. The comptroller may disallow any unwarranted expenditure for weekend or holiday travel. [Eff. JUN 01 1981 ] (Auth: HRS §40-13) (Imp: HRS §40-13)

§3-10-8 Means of transportation. (a) Departments and agencies authorizing travel shall, in all cases, be sure that the means of transportation are justified by the circumstances.

(b) Unless otherwise justified and approved by the governor, travel shall be by the most economical means consistent with time available and urgency of the trip.

(c) Out-of-state trans-ocean travel by surface ship shall not be allowed. Travel by train, bus, or private automobile will be allowed only when travel by air is not available or feasible or, for good cause shown, is otherwise inappropriate.

(d) Inter-island travel shall be by regularly scheduled transportation whenever available, feasible, and otherwise appropriate. In selecting the means of transportation for inter-island travel, departments and agencies shall consider travel time and per diem costs in determining the most economical means. The head of each department and agency is responsible for compliance with the requirements of subsections (a) and (b). [Eff. JUN 01 1981 ] (Auth: HRS §40-13) (Imp: HRS §40-13)

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§3-10-9 Allowable travel time involving air transportation. (a) Unless otherwise authorized by the comptroller, 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.

(b) Every effort shall be made to reserve complete travel schedules well in advance to avoid delays at transfer points.

(c) Per diem for time lost due to faulty bookings by the traveler may be disallowed by the comptroller.

(d) Travel time in excess of allowable travel time as provided in this section may be required by the comptroller to be charged to vacation time or to leave without pay. (Eff. JUN 01 1981 ) (Auth: HRS §40-13) (Imp: HRS §40-13)

§3-10-10 Travel allowances. (a) Funds for travel expenses. Funds for travel expenses, including per diem allowances and reimbursable expenditures, may be secured by way of a cash advance, or by way of reimbursement of expenditures upon completion of the trip. Advances shall be limited to the cost itemized on the approved travel plan or request, plus other determinable anticipated expenses.

(b) Per diem allowances. A per diem is a specific allowance for each day to cover the personal expenditures of a traveler, such as meals, lodging, tips, laundry, and other necessary expenditures incident to travel. It is not intended to include expenditures having to do with the conduct of official business.

(1) The rate of per diem is prescribed in the statutes in Section 78-15, H.R.S. When quarters (living accommodations; lodging) are made available to the traveler without charge, a department head may prescribe a lower rate of per diem. The per diem allowance shall be granted for time on travel status. (See §3-10-3(c)).

(2) For intrastate travel, per diem allowances are as follows:

(A) While traveling within the State requiring overnight absence from the traveler's regular place of business, a traveler shall be allowed per diem as prescribed by statute. The rate shall apply uniformly and equitably for all travelers in all cases, except that when

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- quarters are made available to the traveler without charge, a department head may prescribe a lower rate of per diem.
- (B) To compute allowance for fractional parts of a day, paragraph 3-10-10(b) (3) applies.
  - (C) Subsistence allowances for trips not requiring overnight absence and for trips when quarters are made available to the traveler without charge shall be as follows:
    - Breakfast - Eight percent of per diem (rounded to the nearest dollar)
    - Lunch - Twelve percent of per diem (rounded to the nearest dollar)
    - Dinner - Twenty percent of per diem (rounded to the nearest dollar)
  - (D) Breakfast shall be allowed when the travel time begins before 8:00 a.m.
  - (E) Lunch shall be allowed for departing travelers when the travel begins before 12:00 noon; lunch shall be allowed for returning travelers when travel time ends after 12:30 p.m.
  - (F) Dinner shall be allowed when the travel time ends after 7:00 p.m. The exhibit entitled "Appendix II", dated 10/29/80, at end of this chapter is made a part of this section.
- (3) In computing the per diem allowance for overnight travel, the calendar day (midnight to midnight) shall be the unit. For fractional parts of the day included at the beginning or end of continuous travel, one quarter of the rate of a calendar day shall be allowed for each period of six hours or fraction thereof.
  - (4) Except as otherwise authorized by the governor, no per diem or transportation allowance, as such, will be granted when out-of-state travel by train, bus, or private automobile is authorized and air transportation is available and feasible, but the traveler shall be reimbursed to the extent of the total cost by air transportation by the most direct route, including per diem necessitated by such air transportation, as if such air transportation had been utilized.

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- (5) When meals are furnished to the traveler in connection with an approved training program or other program approved by a department head, the department head must require adjustment of per diem, at the prescribed subsistence rates, to avoid duplicate payment for the meals.
- (c) Adjustment for vacation or leave without pay. When vacation or leave without pay is added at the beginning or end of official travel, the allowance for transportation at the beginning or end of the official travel, as the case may be, shall be the cost of transportation allowable under §3-10-8 by the most direct route, as if such allowable transportation had been utilized.
- (d) Expenses allowed in addition to transportation and per diem:
- (1) Taxi fare to and from transportation terminals for official travel shall be allowed only when buses and limousines are not available or accessible, when government transportation cannot be economically obtained, and when private automobiles on a mileage basis cannot reasonably be used. Taxi and private automobiles used on a mileage basis shall be shared by travelers whenever possible.
- (2) Other miscellaneous necessary and reasonable expenditures when incurred by the traveler in connection with official business may be claimed for cash advance or reimbursement. The following types of expenses may be allowed provided they meet the stipulated conditions and are supported by receipts in those cases where receipts are issued in the normal course of business: car rentals; parking fees; registration fees; telephone fees; telephone calls; radiograms; secretarial fees; baggage transfers (does not include tips for portage); currency exchange fees or cost of traveler's checks for out-of-state travel to the extent that the currency or checks do not exceed the amount of per diem and allowable expenses; fees for passports and visas; cost of photograph; certificates of birth, health, and identity; costs of affidavits necessary; and charges for inoculation which cannot be obtained through state facilities.

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- (3) Rental of cars shall be allowed only under exceptional circumstances. In general, such exceptional circumstances are situations where it would be impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point to be visited.  
[Eff. JUN 01 1981 ] (Auth: HRS §40-13)  
(Imp: HRS §40-13)

§3-10-11 Taxes, fees, and commissions on transportation. No separate agency fees or commissions of any kind levied against the state will be allowed.  
[Eff. JUN 01 1981 ] (Auth: HRS §40-13)  
(Imp: HRS §40-13)

(a) §3-10-12 Travel expense accounting and reporting.  
Travel advances:

- (1) Payments of travel advances are accounted for as expenditures at the time the related travel advance vouchers are paid. One copy of any approval required under §3-10-4 must support a voucher for payment of a travel advance.
- (2) On the accounting records of the comptroller, payments of travel expenses are not recorded as advance receivables; the respective expending agencies are responsible for accounting for the advances as receivables for the purpose of settlement upon completion of travel.
- (3) Any person receiving a travel advance must report to that person's expending agency the actual travel expenses incurred. The exhibit entitled "Appendix I, statement of completed travel", dated 10/29/80, at end of this chapter is made a part of this section and may be used for this purpose, supported by any expenditure details and related receipts that may be required for full disclosure.
- (4) Expending agencies are responsible for obtaining and depositing any overadvanced amounts due to the state under this chapter.

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- (5) When additional payments are due to the traveler for underadvanced amounts, the voucher for the additional payment must be supported by a statement of completed travel, any expenditure details that may be required for full disclosure, and any related receipts applicable to amounts to be reimbursed to the traveler.
- (b) Travel without advances:
- (1) Payments of travel expenses not involving travel advances are accounted for as expenditures at the time the vouchers are paid for actual travel allowances under §3-10-10. One copy of any approval required under §3-10-4 must support each voucher for payment.
- (2) Any person traveling on an "overnight" basis must submit, for voucher support, a statement of completed travel. A person traveling on a "less than overnight" basis must submit, for voucher support, a statement as illustrated in the exhibit entitled "Appendix II", dated 10/29/80, at the end of this chapter, which is made a part of this section. These statements must include any expenditure details that may be required for full disclosure, and any related receipts applicable to amounts to be reimbursed to the traveler.
- [Eff. <sup>JUN 04 1981</sup> ] (Auth: HRS §40-13) (Imp: HRS §40-13)

§3-10-13 Allowances for privately owned vehicles.

(a) Flat allowances. Flat monthly allowances for the use of private automobiles on official business may be secured in special circumstances by direct request to the comptroller. The amount of flat monthly allowance shall be adjusted proportionately in case the payee has not used such payee's own car on official business for more than a week because of vacation, sickness, or any other cause.

- (b) Mileage reimbursements:
- (1) Authorization for mileage reimbursements:
- (A) Department heads or their authorized representatives may authorize any subordinate to use privately owned vehicles on official business on a mileage allowances basis when publicly owned vehicles of the department or from the motor pool of the department of accounting and general services are not available or are not practical to

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- use. Whenever possible, the motor pool shall provide vehicles. Department heads or their authorized representatives may authorize employees to use privately owned vehicles only if vehicles are not available from the motor pool.
- (B) Each department shall submit to the motor pool, on March 31 and September 30 of each year, a mileage report listing the position and the miles traveled during the preceding six months for each employee who uses such employee's private vehicle an average of 750 miles or more per month on official business.
- (2) When authorized as provided in paragraph (1), mileage reimbursement is allowed for transportation from place to place as required in the normal course of an employee's or official's performance of assigned duties, including transportation to and from transportation terminals in conjunction with official travel off the island on which the employee's or official's regular place of business is located, and including parking fees incurred in connection with such transportation.
- (3) Transportation between the home and the regular place of business of an employee or official is not considered official business, and no mileage or other reimbursement is allowed for such transportation, except:
- (A) If an employee or official, with the approval of the employee's or official's department head or any one of the department head's authorized representatives, finds it more practical to travel directly between home and a job site or other place of official business, rather than to go first to the employee's or official's regular place of business, the employee or official may be reimbursed for miles between home and the job site which are in excess of the miles normally traveled between home and the regular place of business. Except as set forth in subparagraph (C), no employee or official will be allowed mileage for traveling directly between

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- home and a job site if the miles traveled are less than the miles normally traveled between home and the regular place of business.
- (B) If an employee or official, with the approval of the employee's or official's department head or any one of the department head's authorized representatives, finds it more practical to travel directly between home and the transportation terminal, in conjunction with official travel off the island on which the employee's or official's regular place of business is located, the employee or official may be reimbursed for miles between home and the transportation terminal which are in excess of the miles normally traveled between home and the regular place of business. In no case, however, will mileage reimbursement be allowed if there is no such excess, except as set forth in subparagraph (C) below.
- (C) Mileage reimbursement is allowed to employees or officials for use of privately owned vehicles, when travel between home and a business destination, or between home and the transportation terminal, is approved by the department head or any one of the department head's authorized representatives, and occurs other than during the employee's or official's normal working hours. If the travel occurs on the employee's or official's normal working day at a time the employee or official usually commutes to or from work, such mileage reimbursement is allowed only for miles that are in addition to the usual commuting trip. If such travel is due to overtime work, such mileage reimbursement is allowed only for miles that are in addition to one roundtrip between home and the regular place of business.
- (4) The mileage allowance rate for automobiles applicable to any officer or employee for whom the rate is not otherwise set by law shall be, for each fiscal year beginning on July 1, the highest rate lawfully applicable to any officer or employee on that date, and the mileage allowance rate for motorcycles shall be one-half of such rate for automobiles. (See §3-10-3(c)).

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- (5) To qualify for this allowance, each employee or officer is required to carry liability insurance as required by Chapter 294, H.R.S.
- (6) State Accounting Form C-33 shall be used in recording and reporting mileage traveled on official business and related parking fees incurred.
- (c) Mileage allowance for employees serving as jurors:
  - (1) Section 612-8, H.R.S., prescribes a mileage rate for each mile actually and necessarily traveled in going to court.
  - (2) Each employee serving as juror shall state on oath to the clerk of the court the number of miles traveled for which he is entitled in reimbursement. [Eff. JUN 01 1981 ]  
(Auth: HRS §40-13). (Imp: HRS §40-13)

S3-10-14 Rulings by the comptroller. When the application of any rule in this chapter would create undue hardship for the employee or substantial injury to the interest of the state, the comptroller may waive any part of the rules contained herein as is necessary and proper to prevent undue hardship for the employee and to protect the state against substantial injury to its interest and determine the amount of a reasonable and necessary allowance in each case. Each waiver by the comptroller pursuant to this section shall be by written memorandum, one copy of which shall be promptly transmitted to the governor. [Eff. JUN 01 1981 ] (Auth: HRS §40-13)  
(Imp: HRS §40-13)

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The Department of Accounting and General Services authorized the repeal of Rules and Regulations Governing Official Travel and Transportation Expenses and adoption of Chapter 10 of Title 3, Administrative Rules, on <sup>MAY 21 1981</sup> following a public hearing held on April 3, 1981, after public notice was given in the Honolulu Star Bulletin and the Honolulu Advertiser on March 12, 1981.

Chapter 10 of Title 3, Administrative Rules, and the repeal of Rules and Regulations Governing Official Travel and Transportation Expenses shall take effect ten days after filing with the Office of the Lieutenant Governor.

  
HIDEO MURAKAMI  
Comptroller  
Department of Accounting and  
General Services

APPROVED:

  
GEORGE R. ARIYOSHI  
GOVERNOR  
STATE OF HAWAII

Dated: *May 21, 1981*

APPROVED AS TO FORM:

  
Deputy Attorney General

REC'D. BY  
MAY 22 AM 10 11  
GOVERNOR'S OFFICE

Filed

STATE OF HAWAII

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APPENDIX I  
(10-29-80)

STATEMENT OF COMPLETED TRAVEL

Department: \_\_\_\_\_

Division/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Check One     Within State  
                   Out of State

In accordance with Section 78-15, HRS, as amended, and the Comptroller's Rules and Regulations, I certify that I traveled from \_\_\_\_\_ to \_\_\_\_\_ on official business.

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_  
Date of Return: \_\_\_\_\_ Time: \_\_\_\_\_

This travel was authorized by \_\_\_\_\_ on \_\_\_\_\_ on a memorandum request from the \_\_\_\_\_ dated \_\_\_\_\_.

The following is an accounting of funds advanced to me for travel expenses:

Advanced by State warrant		\$ _____
Voucher No. _____ Date: _____ App'n Symbol _____		
Per diem: _____ Quarter day(s)		\$ _____
_____ Full day(s)		_____
Allowable Expenses (see attached statement)		_____
Due State of Hawaii		\$ _____
Reimbursement due me		\$ _____

\_\_\_\_\_  
(Signature of Claimant)                      BU No. \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
(Title)

---

Computation of departure and return dates

	<u>Departure Date</u>	<u>Return Date</u>
12:01 A.M. - 6:00 A.M.	1 day	1/4 day
6:01 A.M. - 12:00 Noon	3/4 day	1/2 day
12:01 P.M. - 6:00 P.M.	1/2 day	3/4 day
6:01 P.M. - Midnight	1/4 day	1 day

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APPENDIX II  
(10-29-80)

STATEMENT OF INTRA-STATE TRAVEL COMPLETED  
(Less than overnight)

Department: \_\_\_\_\_

Division/Program: \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I traveled from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ on official business.

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_  
Date of Return: \_\_\_\_\_ Time: \_\_\_\_\_

Computation of Travel Allowance:

No. of Quarters \_\_\_\_\_ \$ \_\_\_\_\_

Computation of Subsistence:

Breakfast \$ \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Total subsistence: \$ \_\_\_\_\_

Allowable Expenses (attach receipts) \_\_\_\_\_

TOTAL CLAIM: \$ \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

This trip was authorized by \_\_\_\_\_ on \_\_\_\_\_  
(title) (date)

Quarter Day Computation

12:01 AM - 6:00 AM  
6:01 AM - 12:00 Noon  
12:01 PM - 6:00 PM  
6:01 PM - Midnight

\_\_\_\_\_  
(Signature of Claimant) BU No. \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
(Title)