
 <p>HAWAII HEALTH SYSTEMS CORPORATION "Quality Healthcare for All"</p> <p>POLICY</p>	<p>Department: Office of the President</p>	<p>Policy No.: ADM 0005A</p>
	<p>Issued by: President & CEO</p>	<p>Revision No.: 6</p>
<p>Subject:</p> <p><i>Travel by Employees (Inter-Island and Out-of-State)</i></p>	<p>Approved by:  HHSC Board of Directors By: Carol VanCamp Its: Secretary/Treasurer</p>	<p>Effective Date: <i>November 21, 2013</i></p>
		<p>Supersedes Policy: April 14, 2011</p>
		<p>Page: 1 of 1</p>

Last Review: 9/1/13; Next Review: 9/1/16

- I. **PURPOSE:** To define criteria for business-related inter-island and out-of-state travel by HHSC employees and for travel that is sponsored, gifted, or paid by a vendor or agency.
- II. **DEFINITIONS:** For purposes of this policy, "travel" refers to business-related inter-island and out-of-state travel by all HHSC employees, as well as business-related inter-island and out-of-state travel sponsored, gifted, or paid by a vendor or agency.
- III. **POLICY:** All business-related inter-island and out-of-state travel by any HHSC employee must be pre-approved by an executive of appropriate authority. Employees shall not commence travel nor incur any travel-related expenses prior to receiving the required pre-approval(s). Only travel deemed essential for program operations will be approved. HHSC and its regions will not be responsible for reimbursement of expenses for any travel that occurs prior to or without the timely approval(s) specified herein. In such a case, the individual employee will be responsible for all expenses associated with the trip.
- IV. **APPLICABILITY:** All HHSC employees.
- V. **AUTHORITY:** Haw. Rev. Stat. Ch. 323F; Hawaii Admin. Rules Ch. 3-10; HGEA & UPW Bargaining Unit Agreements; HRS 103D Procurement Code.