
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i>	Department:	Policy No.
	Human Resources	ADM 0005A
POLICY		Supersedes Policy No.
Subject:	Approved By:	Approved Date:
	 HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	September 23, 2021
Travel by Employees (Intra-Island, Inter-Island, and Out-of-State)		Last Reviewed:
		June 14, 2021

I. PURPOSE:

To define the criteria and management for Travel and Sponsored Travel by HHSC employees. This policy applies to all HHSC employees.

II. DEFINITIONS:

“Travel” means pre-approved business-related intra-island, inter-island, and out-of-state travel by all HHSC employees.

“Sponsored Travel” means pre-approved business-related intra-island, inter-island, and out-of-state travel sponsored, gifted, or paid by a vendor or non-state agency.

“Approval Authority”: Hawaii Health Systems Corporation Chief Executive Officer (“HHSC CEO”), Regional Chief Executive Officer (“RCEO”), or their respective designee.

“P-Cards” means credit cards procured via the Department of Accounting and General Services (DAGS), State Procurement Purchasing Card Program and Procedures that are issued by First Hawaiian Bank thru DAGS (not company credit cards). P-Cards are issued only to HHSC Corporate Office staff.

“Excess lodging” means the difference between the actual daily costs (including all mandatory taxes/fees) and the applicable allowance, multiplied by the number of days.

“Personal Preferences” means any deviation from authorized Travel. It includes, but is not limited to, an employee’s preferences for airlines, routing, stopovers, hotels, car type and size, and dates of Travel.

III. POLICY:

Travel by any HHSC employee must be pre-approved by an Approval 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 shall be approved. HHSC and its regions shall 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 shall be responsible for all expenses associated with the Travel.

Sponsored Travel by any HHSC employee is prohibited unless the HHSC employee receives advance written approval by the Hawaii State Ethics Commission and the Approval Authority; provided that Sponsored Travel pursuant to a HHSC System or Regional contract that has undergone legal review may, in the discretion of the General Counsel, not require the Hawaii State Ethics Commission approval.

IV. AUTHORITY:

Chapter 323F; Hawaii Revised Statutes (HRS)
Chapter 84, HRS;
Chapter 3-10, Hawaii Administrative Rules; HGEA & UPW Bargaining Unit Agreements;
Chapter 103D, HRS, Procurement Code (Applicable to Corporate Office only, not regional hospitals)

V. RELATED PROCEDURE(S):

ADM 0005B

VI. REFERENCE(S):

- State Procurement Office website – <http://hawaii.gov/spo>
- State Procurement Office Interisland Airline Price Agreement
- State Procurement Office Commercial Car Rental services Price List Agreement
- State Ethics Commission – <https://ethics.hawaii.gov/>
- Internal Revenue Service mileage rates