



**UNIVERSITY OF HAWAII**

July 12, 2000

PRESIDENT, UNIVERSITY OF HAWAII  
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

**EXECUTIVE MEMORANDUM NO. 00-6**

**TO:** Senior Vice President and Executive Vice Chancellor  
Senior Vice Presidents and Chancellors  
Senior Vice Presidents  
Vice Presidents  
Chancellor  
System Directors  
Secretary of the Board of Regents  
State Director for Vocational Education

**FROM:** Kenneth P. Mortimer *Kenneth P. Mortimer*  
President, University of Hawai'i and  
Chancellor, University of Hawai'i at Mānoa

**SUBJECT: EXECUTIVE POLICY E8.104, APPROVAL OF OUT-OF-STATE TRAVEL  
AND EXECUTIVE POLICY E8.208, TRAVEL**

The revised Executive Policies E8.104, Approval of Out-of-State Travel and E8.208, Travel are now available on the Worldwide Web. E8.104 has been revised by designating the Senior Vice Presidents, Chancellors, Vice Presidents, UH Mānoa Deans and Directors as the authorized University officials to approve out-of-state travel. Senior Vice Presidents, Chancellors and Vice Presidents may further delegate authority to approve out-of-state travel on non-general funds to other officials. E8.208 has been revised by establishing the responsibilities of the Senior Vice Presidents, Chancellors, Vice Presidents, UH Mānoa Deans and Directors in approving out-of-state travel to implement the Board's policy.

I hereby promulgate these revised policies and assign responsibilities as described therein.

Prepared by Senior VP for Administration  
This replaces Executive Policy E.104 dated July 1984.

UNIVERSITY OF HAWAI`I

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EXECUTIVE POLICY - DELEGATION OF AUTHORITY

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E8.104 Approval of Out-of-State Travel

Source of Delegation:

Board of Regents Bylaws and Policies, Section 8-7

Authority Delegated to:

Senior Vice Presidents  
Chancellors  
Vice Presidents  
UH Mānoa Deans  
Directors

Effective Date of Delegation:

April 26, 1986  
January 5, 1999

Delegation

Delegates authority to Senior Vice Presidents, Chancellors, Vice Presidents, UH Mānoa Deans and Directors to approve out-of-state travel. Senior Vice Presidents, Chancellors and Vice Presidents may further delegate authority to approve out-of-state travel on non-general funds to other officials.