



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.208 dated July 1984.

UNIVERSITY OF HAWAI`I

EXECUTIVE POLICY - ADMINISTRATION

July 2000

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E8.208 Travel

I. INTRODUCTION

Section 8-7 of the Board of Regents Bylaws and Policies authorizes the President or his designee to approve all travel financed by University funds, regardless of source of funding. One of the objectives to be achieved by the Board's policy is to expedite appropriate faculty and staff travel. This Executive Policy establishes 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. Out-of-state travel reports will be requested on an as needed basis.

II. OBJECTIVES

The objectives of this policy are to:

- o Insure that all State, Federal and University laws, rules, regulations and policies are adhered to.
- o Decentralize responsibility to approve out-of-state travel to Senior Vice Presidents, Chancellors, Vice Presidents, UH Mānoa Deans and Directors.
- o Provide criteria for approving out-of-state travel.
- o Insure that adequate records and reports are maintained for all travel.

III. POLICIES

A. General

1. No person shall approve his or her own travel request.

2. All travel requests shall be prepared, reviewed and approved in accordance with the procedures provided in the Administrative Procedures Manual.

B. Out-of-State Travel

Senior Vice Presidents, Chancellors, Vice Presidents, UH Mānoa Deans and Directors are delegated authority to approve all out-of-state travel except as indicated below. Senior Vice Presidents, Chancellors and Vice Presidents may further delegate authority to approve out-of-state travel on non-general funds to other officials. Written notification of such delegation shall be filed with the Senior Vice President for Administration.

C. Travel by Senior Vice Presidents, Chancellors and Vice Presidents, shall be approved by the President or his designee.

D. Out-of-state travel requests shall meet the requirements, conditions and criteria in Attachment A.

E. Maintenance of Records

Senior Vice Presidents, Chancellors and Vice Presidents are to maintain adequate records of out-of state travel in order to prepare and submit such travel reports when requested by the President or the Board of Regents.

F. Intra-state travel shall be prepared, reviewed, and approved in accordance with procedures established in the Administrative Procedures Manual.

OUT-OF-STATE TRAVEL

CONDITIONS AND CRITERIA FOR APPROVAL OF TRAVEL

1. Personal Conferences Required for University Business

Travel to transact business on behalf of the University is to be approved only when:

- a. Personal conferences will be financially or operationally advantageous to the University;
- b. Business cannot be accomplished satisfactorily by correspondence or by telephone; or
- c. Required to fulfill extramural grant or contract conditions.

2. Out-Service Training Travel

Attendance by University personnel at mainland conferences, workshops seminars or special educational courses for training purposes will be authorized only when the training is not available locally.

3. Out-of-state travel for the purpose of making mainland project surveys may be approved if:

- a. The nature of the information desired is essential to development or completion of a university project; or
- b. Data and experience cannot practicably be obtained locally, or by correspondence.

4. Travel for the purpose of attending conferences relating to University projects is to be approved only in those cases where the presence of the University conferee is essential to the continuation of the project.

5. Conventions and Annual Meetings

- a. Travel to attend conventions and annual meetings of national and regional groups shall be limited to those

conventions or conferences at which matters of special interest to the University are to be discussed. Such special interest must be justified on the basis that:

- (1) Such matters are important and/or of direct concern to the University, and
- (2) The effect of the non-attendance would be adverse.

6. Multiple Travel

Attendance at any single conference, workshop, meeting, training session, etc., shall normally be limited to one University official. Attendance of additional persons shall be authorized on an exception basis where concurrent sessions are held or where such attendance fulfills an in-service training need.