

UNIVERSITY OF HAWAII

EXECUTIVE POLICY - ADMINISTRATION

April 2011

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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 Executive Vice President, Chancellors, Vice Presidents, Associate Vice Presidents, Vice Chancellors, UH Manoa Deans, UH Hilo 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:

- Ensure that all State, Federal and University laws, rules, regulations and policies are adhered to.
- Decentralize responsibility to approve out-of-state travel to Executive Vice President, Chancellors, Vice Presidents, Associate Vice Presidents, Vice Chancellors, UH Manoa Deans, UH Hilo Deans, and Directors.
- Provide criteria for approving out-of-state travel.
- Ensure that adequate records and reports are maintained for all travel.

III. POLICIES

A. General

1. No person shall approve his/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

Executive Vice President, Chancellors, Vice Presidents, Associate Vice Presidents, Vice Chancellors, UH Manoa Deans, UH Hilo Deans, and Directors are delegated authority to approve all out-of-state travel except as indicated below. Executive Vice President, 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 Vice President for Budget and Finance/Chief Financial Officer.

- #### C. Travel by Executive Vice President, Chancellors, and Vice Presidents shall be approved by the President or his/her designee.

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

E. Maintenance of Records

Executive Vice President, 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.