



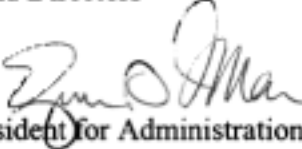
UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

October 24, 2000

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 00-9

TO: Senior Vice President and Executive Vice Chancellor
Senior Vice Presidents and Chancellors
Senior Vice Presidents
Vice Presidents
Chancellor
Executive Director
Manoa Deans and Directors
Directors

FROM: Eugene S. Imai 
Senior Vice President for Administration

SUBJECT: Administrative Procedures

Administrative Procedures A8.863, Relocation Allowances, is revised to reflect the delegation of authority to the Senior Vice Presidents and Chancellors to approve relocation allowances for BOR appointees in excess of the ceiling.

In addition to the delegation of authority to the Senior Vice Presidents and Chancellors, this Administrative Procedure is revised to reflect the following changes.

- 1) Section 4c. Allowable Reimbursements - Expand the allowable reimbursements to include lodging and taxi fare.
- 2) Section 5b. Inter-island Guidelines - Increase ceiling for inter-island shipment of personal goods and professional materials from \$700 up to \$1,500.
- 3) Section 6b. Authorization - Increase the authorized ceiling for the Deans/Directors from \$4,000 up to \$8,000.
- 4) Section 6c. Authorization - The Senior Vice President for Administration will be the approving authority for exceptions to the rules and procedures.

The revised procedure will be made available on the World Wide Web in Adobe/Acrobat format. Those units that do not have access to the Web may contact their respective Administrative Officer for a hard copy. Should you have any questions with the procedures, please call the Disbursing Office at 956-6621.