

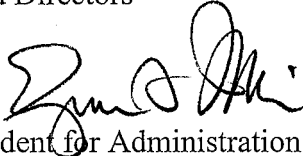
UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

August 22, 2001

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-1

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: **APM A8.851 OUT-OF-STATE AND INTRA-STATE TRAVEL**

Administrative Procedure A8.851 Out-of-State and Intra-State Travel has been revised to simplify and improve efficiency in processing travel reimbursements. The revised procedures will be available on the Worldwide Web (WWW) in Adobe/Acrobat format and will include several user friendly navigational features for accessing information.

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, please call the Disbursing Office at 956-6621.