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SYSTEM

Howard S Todo  
Vice President

March 3, 2011

**ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 11-06**

**TO:** University Administrators and Chancellors

**FROM:** Howard Todo *Howard Todo*  
Vice President for Budget and Finance  
Chief Financial Officer

**SUBJECT: REVISED ADMINISTRATIVE PROCEDURE A8.851 – EMPLOYEE  
OUT-OF-STATE AND INTRA-STATE TRAVEL**

Transmitted herewith is the revised Administrative Procedure A8.851 – Employee Out-of-State and Intra-State Travel. The purpose of this procedure is to provide travel guidelines and procedures for University employees and affiliates under the authority of the Board of Regents Policy. Revisions to the administrative procedure include expanding executive approving authority for out-of-state travel, increasing the travel completion submission requirement to 21 calendar days, addressing electronic receipts, and defining roles and responsibilities (e.g., traveler, fiscal officer, etc.) as it relates to travel.

If you have any questions, please contact the Disbursing Office at 956-7126 or e-mail your questions to [etravel-help@lists.hawaii.edu](mailto:etravel-help@lists.hawaii.edu).

Attachment

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