

TRAVEL AND OTHER EXPENSES	Document Number	GO 515
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1. PURPOSE

The purpose of this policy is to establish the guidelines for duty-related travel and associated expenses.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that its members be properly compensated for travel and expenses associated with their official duties.

4. RESPONSIBILITIES

- 4.1. All in-state travel shall be approved by the Police Chief.
- 4.2. All out-of-state travel shall be applied for in writing and shall be approved by the Mayor.
- 4.3. All members shall attend and participate in training, conferences, seminars, etc. as directed.

5. PROCEDURES

- 5.1. Official Travel
 - 5.1.1. Official travel is that which is approved by proper authority and is related to the official duties of the member assigned.
 - 5.1.2. Travel for training purposes shall conform to the training policy administered by the Department of Personnel Services.
- 5.2. Limitations on Allowable Expenses
 - 5.2.1. Allowable expenses include the actual costs of lodging, meals, and laundry (including taxes and tips) which are supported by original receipts and/or affidavits, or

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5.2.2. Per Diem allowance for overnight travel at rates equal to the highest allowance for such expenses payable to any county employee in a bargaining unit.

5.2.3. All travel expenses shall be reimbursed in accordance with the terms of the appropriate bargaining unit contract for the affected member.

5.3. Other Expenses

5.3.1. In most cases, airfare is arranged by the employer and shall be on commercial airlines at the economy class by the most direct route to and from the specified points of travel.

5.3.2. When two or more members are included in the same travel assignment and their point to point travel is approximately the same, rental of u-drive vehicles may be restricted to a ratio of one vehicle to four members. Members so assigned shall obtain authorization to apply for rental vehicle reimbursement before the date of departure by contacting the department's Accountant IV.

5.3.3. Cost of rental vehicle and associated expenses shall be reasonable and appropriate for the type of travel and the number of members traveling.

5.3.4. Members using their own private vehicles shall be entitled to a mileage allowance at a rate equal to the highest rates allowable to any county employee in a bargaining unit.

5.4. Receipts

5.4.1. All items of expense must be supported by an original receipt or certified copy thereof before reimbursement can be made by the department.

5.4.2. All claims for travel reimbursement shall be submitted to the Finance Division within three working days after returning from the trip.