MEMORANDUM

TO: University of Hawai‘i Faculty

FROM: Edward Yuen
System Director of Human Resources, UH

J N Musto
Executive Director, UHFA

SUBJECT: MEMORANDUM OF AGREEMENT AMENDING THE 2003-2009 FACULTY COLLECTIVE BARGAINING AGREEMENT

Attached for your information and future reference is a copy of the new Article VIII, Faculty Travel, which is contained in a Memorandum of Agreement (MOA) between the University of Hawai‘i Professional Assembly, the State of Hawai‘i, and the University of Hawai‘i effective January 1, 2006.

Some of you have heard about these changes to the faculty contract and a few of you have raised concerns about the amendments to Article VIII. In renegotiating the travel article, the goal of both parties was to develop a fair travel policy that would be in keeping with Internal Revenue Service regulations and federal travel guidelines while insuring that faculty did not suffer any out-of-pocket loss while on official travel. The parties agreed that per diem was never intended to serve as a form of supplemental income.

The new travel article is consistent with federal travel guidelines, as well as those of other universities. Faculty traveling on official business will have all their lodging expenses up to the federal allowable rate covered upon submission of receipts, and be provided a meal and incidental expense allowance that varies by geographical location. Moreover, there is new language in the contract that allows faculty members to request lodging expenses in excess of the federal allowable rate.

In addition, the $50 meal and incidental expense allowance for inter-island travel has been replaced by the federal rate, which varies by island. On average, faculty will receive an allowance of $92 for meals and incidental expenses while on overnight inter-island travel.

Finally, the actual expense of one meal for same day inter-island travel has been replaced by a $20 allowance. Therefore, you will no longer have to produce a receipt in order to receive reimbursement.

We hope that this will serve to clarify some of the issues surrounding the changes to Article VIII.

Attachment
ARTICLE VII: FACULTY TRAVEL

A. PROFESSIONAL MEETINGS

In recognition of the value in Faculty Members attending professional meetings as part of their normal professional activity and their professional development, the Employer agrees to facilitate the travel of Faculty Members to professional meetings insofar as it is possible without interfering with maximizing the efficiency of University operations within available funds.

B. OVERNIGHT TRAVEL ON-ISLAND, INTER-ISLAND AND OUT-OF-STATE

The Employer's present rules and regulations on Travel Policies and Procedures shall be amended to provide for the following:

1. When Faculty Members are required to travel on official business and such travel requires an overnight stay, they shall be provided with a travel allowance consisting of: (1) the applicable federal allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of actual lodging expenses, which shall not exceed the federal lodging allowance. Lodging expenses in excess of the federal lodging allowance may be requested on an exception basis. Such requests for lodging expenses in excess of the applicable federal rate shall be reasonable, shall be approved in advance of the Faculty Member's trip, and shall require submittal of receipts prior to reimbursement.

2. Nothing in this paragraph shall preclude Faculty Members from accepting M&IE and reimbursement for actual lodging expenses which are less than the federal allowable rates.

3. In the case of official travel time involving a fraction of a day, the allowable claim for M&E shall be prorated in terms of quarter-day periods of actual travel time. Unless otherwise authorized by the Employer, allowable travel time is the time necessary to travel by the most direct route to and from the points specified in the approved travel plan or request, plus the time necessary to conduct the required official business.

4. Nothing in this Article shall be interpreted to restrict a more liberal travel allowance payment (or other reimbursement) if such payment is provided by an external source of funding.

5. In order to provide freedom of choice in meal consumption, a Faculty Member shall not have the M&IE allowance reduced on the basis of meals included in conference programs.

C. INTER-ISLAND TRAVEL NOT INVOLVING AN OVERNIGHT STAY

For inter-island travel not involving an overnight stay, the Employer will provide the Faculty Member with an allowance of $20.00.

D. MILEAGE REIMBURSEMENT

The Employer's present rules and regulations for reimbursing Faculty Members for use of their private vehicles when required to use such vehicles in carrying out their duties shall provide for reimbursement at the applicable federal mileage rate per mile traveled on business.

E. SUBSIDIZED PARKING AT UNIVERSITY CAMPUSES
1. The provisions of this section shall apply to Faculty Members under the following conditions:

   a. The Faculty Member is required to use a personal vehicle for work purposes as a condition of employment; and

   b. The Faculty Member is required to use a personal vehicle a minimum of 20 times or 200 miles per month on an ongoing basis.

2. Faculty who meet the conditions specified in Paragraph 1 of this section shall be offered a University parking permit from among those parking permits allocated to the appropriate Dean/Department or Chancellor for assignment to employees.

3. The University parking rates for Faculty who meet the conditions specified in Paragraph 1 of this section shall be thirty percent (30%) of the applicable University parking rates, if any, approved and as may be amended by the Board of Regents.