MEMORANDUM

TO:  
Chancellors and Systemwide Administrators

ATTENTION:  
Fiscal/Administrative Officers

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

SUBJECT:  
Bargaining Unit 07 Rates for Travel

As indicated in my memorandum to you on November 10, 2005, Article VIII, Faculty Travel, in the 2003-2009 Bargaining Unit 07 Collective Bargaining Agreement has been amended (refer to the attached Memorandum). However, the effective date of the amendment is now January 1, 2006. Accordingly, effective January 1, 2006, the travel allowance for Bargaining Unit 07 members will be at the prevailing Federal allowable rates. The new rates are applicable to intra-state and out-of-state travel performed on or after January 1, 2006.

Prior to January 1, 2006, please continue to process travel allowance for Bargaining Unit 07 members under the current policies and procedures. The Disbursements and Payroll Office is available to assist you and eTravel will reflect the appropriate rates.

The University of Hawaii Professional Assembly (UMPA) is the only bargaining unit that changed the travel provisions in its 2003-2009 collective bargaining agreement. The travel provisions in the Hawaii Government Employees Association (HGEA) and the United Public Workers (UPW) collective bargaining agreements for 2005-2007 remain status quo. As a result, the University will have multiple travel rates in effect for the different bargaining units.

The allowable Federal rates are frequently updated and the rates can be found on the UH e-Travel page at www.hawaii.edu/etravel. There are two Federal allowable rates available depending on the traveler’s destination: CONUS and OCONUS.
A summary of the major changes in the travel allowances for Bargaining Unit 07 is as follows:

1. Intra-State Travel
   - For same-day travel (leaving and returning on the same day), the employee is entitled to a meal allowance of $20.00. Receipts are not required. For overnight travel, the employee will be entitled to the applicable M&IE plus reimbursement of actual lodging expenses not to exceed the Federal allowable rate for lodging for their business destination. Lodging receipts are required.

2. Out-of-State Travel
   For overnight travel, the employee will be entitled to the applicable M&IE plus reimbursement of actual lodging expenses not to exceed the Federal allowable rate for lodging for their business destination. Lodging receipts are required.

3. Excess Lodging
   Excess Lodging is allowable but must be reasonable and approved in advance. Lodging receipts are required.

4. Mileage Reimbursement
   Employees will be reimbursed at the applicable federal mileage rate.

Should there be any questions, please call the Disbursing Office at 956-6621.

Attachments