

ARTICLE 35 – TRAVEL

It is agreed that the current language in Article 35 be deleted in its entirety and replaced with the following:

A. Professional Meetings

In recognition of the value in employees attending professional meetings as part of their normal professional activity and their professional development, the Employer agrees to facilitate the travel of employees to professional meetings insofar as is possible without interfering with maintaining 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 employees 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 employee's trip, and shall require submittal of receipts prior to reimbursement.

2. Nothing in this paragraph shall preclude employees from accepting M&IE

1 and reimbursement for actual lodging expenses which are less than the federal
2 allowable rates.

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

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

12 5. In order to provide freedom of choice in meal consumption, an employee
13 shall not have the M&IE allowance reduced on the basis of meals included in
14 conference programs.

15 C. Inter-Island Travel not involving an Overnight Stay

16 For inter-island travel not involving an overnight stay, the Employer will provide
17 the Employee with an allowance of \$20.00.

18 D. Mileage Reimbursement

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