

**STATE OF HAWAI‘I**  
**OFFICE OF HAWAIIAN AFFAIRS**  
**560 N. NIMITZ HIGHWAY, SUITE 200**  
**(VIRTUAL MEETING - VIA ZOOM WEBINAR)**

**Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Seventeenth Supplementary Proclamation dated December 16, 2020 that suspend parts of Hawai‘i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.**

**The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA’s website at [www.oha.org/livestream](http://www.oha.org/livestream) or listen by phone: (213) 338-8477, [Webinar ID](#)**

**Minutes of the Office of Hawaiian Affairs**  
**Board of Trustees**  
**MINUTES**  
**March 25, 2021**

**ATTENDANCE:**

Chairperson Carmen Hulu Lindsey  
Vice-Chairperson Leina‘ala Ahu Isa  
Trustee Dan Ahuna  
Trustee Kaleihikina Akaka  
Trustee Keli‘i Akina  
Trustee Luana Alapa  
Trustee Brendon Kalei‘āina Lee  
Trustee Keola Lindsey  
Trustee John Waihe‘e, IV

**BOT STAFF:**

Colin Kippen  
Amber Kalua  
Kanani Iaea  
Lehua Itokazu

**ADMINISTRATION STAFF:**

Sylvia Hussey, Ka Pouhana / CEO  
Casey Brown, Pou Nui / COO  
Ramona Hink, CFO  
Sterling Wong, Chief Advocate  
Raina Gushiken, CC  
Robert Klein, Board Counsel  
Kevin Chak, IT Support  
Erin Nakama, IT Support

**Guest:**

Germaine Meyers  
Kamealoha Smith

### Call to Order

**Chair Hulu Lindsey** Calls the Board of Trustees Meeting to order for Wednesday, March 25, 2021 to order at 10:00 a.m. Chair Hulu calls for a roll call.

MEMBERS			Present	TIME ARRIVED
TRUSTEE	LEINA'ALA	AHU ISA	x	
TRUSTEE	DAN	AHUNA	x	
TRUSTEE	KALEI	AKAKA	x	
TRUSTEE	KELI'I	AKINA	x	
TRUSTEE	LUANA	ALAPA	x	
TRUSTEE	BRENDON KALEI'ĀINA	LEE	x	
TRUSTEE	KEOLA	LINDSEY	x	
TRUSTEE	JOHN	WAIHE'E		Joins meeting at 10:13 a.m.
CHAIRPERSON	CARMEN HULU	LINDSEY	x	
			8	

At the Call to Order, **Eight (8)** Trustees are PRESENT, thereby constituting a quorum.

**Chairperson Hulu Lindsey** Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Eighteenth Supplementary Proclamation dated February 12, 2021 that suspends parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA's website at [www.oha.org/livestream](http://www.oha.org/livestream)

Before we begin, I would like to note that items:

1. IV.A.1, 2, and 3 and IV.B.1 were received under the 72-hour deadline.

Please mute your mics when you are not speaking. Trustees and our CEO, please enable your cameras if you are able to do so. All other OHA staff please enable your camera and mic when addressing the board. If you get disconnected, we will pause the meeting for one minute and wait for you to log back on. After one minute we will proceed with the meeting. If you need to leave the meeting, please inform the Chair by announcing that you are leaving the meeting.

We are recording today's meeting for the sole purpose of producing written minutes, which will become the official record of this meeting. Joining the Trustees today is Sylvia Hussey our CEO, Judge Robert Klein, Colin Kippen-Chief of Staff, Board Secretary-Lehua Itokazu, and my Aides - Kanani Iaea and Amber Kahlua.

I would like to call upon our Ka Pouhana Sylvia to announce the administrative staff that is present.

**Sylvia Hussey, CEO** Thank you Chair and good morning Trustees. Today we have Casey Brown-Chief Operating Officer, Ramona Hink-Chief Financial Officer, Raina Gushiken-Senior Legal Counsel, Sterling Wong – Chief Advocate, and our IT staff Kevin and Erin for support.

**Chairperson Hulu Lindsey** Thank you. I will move on to approval of minutes. Before I move on to ask for a motion to approve the minutes please note that on page 2 of the March 11 minutes the date reads February 11<sup>th</sup>. Our Board Secretary will make the corrections to reflect the accurate date. If there are no other corrections to be made can I get a motion to accept the minutes for February 25, 2021 and March 11, 2021.

Trustee Lee

### Approval of Minutes

**Trustee Ahu Isa** I so move.

**Trustee Akina** Seconds the motion.

**Chairperson Hulu Lindsey** Roll call

<b>Minutes: February 25, 2021 and March 11, 2021</b>						
	1	2	'AE (YES )	'A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI <b>AHU ISA</b>	X		X			
TRUSTEE DAN <b>AHUNA</b>			X			
TRUSTEE KALEI <b>AKAKA</b>			X			
TRUSTEE KELI'I <b>AKINA</b>		X	X			
TRUSTEE LUANA <b>ALAPA</b>			X			
TRUSTEE BRENDON <b>LEE</b>					X	
TRUSTEE KEOLA <b>LINDSEY</b>			X			
TRUSTEE JOHN <b>WAIHE'E</b>						Joins meeting at 10:13 a.m.
CHAIRPERSON HULU <b>LINDSEY</b>			X			
<b>TOTAL VOTE COUNT</b>			<b>7</b>		<b>1</b>	
<b>MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED</b>						
<b>Motion passes with seven (7) YES votes and one (1) ABSTENSION vote.</b>						

### Public Testimony

**Chairperson Hulu Lindsey** I would like to move on to Public testimony on the agenda, do we have anyone signed up?

**Board Secretary** Yes, we have one person, Germaine Meyers.

**Chairperson Hulu Lindsey** Before our guest speaks, I will go over our guidelines. Public Testimony should be limited to matters listed on the meeting agenda and will occur during the Public Testimony portion of the agenda. Once the public testimony section on the agenda has concluded, oral testimony online will no longer be accepted. Your name will be called, and your microphone will be unmuted when it is your turn to testify. If you are not audible, you will be muted, and the next testifier will be called.

Your name will be called again before the conclusion of the public testimony section. State your name, organization if applicable, agenda items you are testifying on, and your position on each of the agenda items.

If you begin to address other issues not on the meeting agenda, I will call you Out of Order and direct you to limit your testimony to items listed on the agenda.

Oral testimony online will be limited to 5 minutes. A timer will be on the screen to count down the time.

Your mic will automatically be muted once you have completed your oral testimony or if your allotted time for testimony expires. You will be asked to disconnect from the meeting, unless you are also signed up for oral testimony during Community concerns. If you do not sign off on your own, support staff will remove you from the Zoom meeting. You can continue to view the remainder of the meeting on livestream. Also, any late testimony will be distributed after the BOT meeting. I will now call on staff to call on the list of testifiers.

**Germaine Meyers** Aloha Chair Hulu, Vice Chair Ahu Isa, OHA staff, and Lāhui. My name is Germaine Meyers and I am an OHA beneficiary for Beneficiary Advocacy and Empowerment. I am also a Nanakuli Hawaiian Homestead Lessee. Trustees, I continue to support and stand by me testimony that I expressed on Tuesday regarding the House concurrent bill that wants to create a group that will make recommendations on how Kakaako makai will be developed. This includes OHA's Kakaako Makai lots. Trustees, please stand up for indigenous Native Hawaiians. We are being blocked and pushed away from using OHA's property to thrive in Honolulu. Trustees, thank you for rising up for us all. Ke akua pu, God Bless you, and God Bless us all.

**Chairperson Hulu Lindsey** Thank you Germaine. We will move on to item IV. New business. I would like to call on Trustee Akaka regarding the referrals from the BAE committee.

### **New Business**

#### **A. Committee on Beneficiary Advocacy and Empowerment**

##### **1. 2021 OHA Legislative Positioning – Matrix 2\*\*†, March 17, 2021**

**Trustee Akaka** Madam Chair, your Committee on Beneficiary Advocacy and Empowerment, having met on March 17, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:

**To approve Administration's recommendations on:**

**New Bills (Items 1-26) and BILL POSITIONS FOR RECONSIDERATION (Items 27-30), along with the following revisions:**

### **ADD Measures**

- HCR129, as OPPOSE
- HCR111, as OPPOSE
- SCR216. As OPPOSE

On the OHA Legislative Positioning Matrix dated March 17, 2021.

Trustee K. Lindsey seconds the motion.

Trustee Akaka moves to approve Administration's recommendations on:

**New Bills (Items 1-26) and BILL POSITIONS FOR RECONSIDERATION (Items 27-30), along with the following revisions:**

**ADD Measures**

- HCR129, as OPPOSE
- HCR111, as OPPOSE
- SCR216. As OPPOSE

On the OHA Legislative Positioning Matrix dated March 17, 2021.

Trustee K. Lindsey seconds the motion.

	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY		X	X			
TRUSTEE JOHN WAIHE'E						
CHAIRPERSON HULU LINDSEY			X			
<b>TOTAL VOTE COUNT</b>			<b>8</b>			
<b>MOTION: <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED</b>						
<b>Motion passes with eight ( 8 ) YES votes and zero (0) EXCUSED vote.</b>						

**A. Committee on Beneficiary Advocacy and Empowerment**

**2. 2021 OHA Legislative Positioning – Matrix 2\*\*†, March 24, 2021**

Trustee Akaka Your Committee on Beneficiary Advocacy and Empowerment, having met on March 24, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:

To approve Administration's recommendations on:

**NEW BILLS (Items 1-93) and BILL POSITIONS FOR RECONSIDERATION (Item 94), along with the following revisions:**

**ADD Measures**

- GM739, as SUPPORT
- GM740, as SUPPORT
- GM741, as SUPPORT
- GM745, as SUPPORT
- GM746, as SUPPORT
- GM747, as SUPPORT
- GM748, as SUPPORT

**CHANGE Measures:**

- Item 94, from SUPPORT to COMMENT

**On the OHA Legislative Positioning Matrix dated March 24, 2021**

**Trustee K. Lindsey Seconds the motion.**

**Trustee Ahuna** I would like to say that I hope OHA can take a position next time on GM681. We spoke about this yesterday. This is about a Cultural Partitioner position. We have so many qualified Hawaiians, to have a non-Hawaiian I think it infringes on our self-determination. We have all these task force forming. We have many qualified people. I don't agree with what's happening now with the Cultural Practitioner position and I am hoping we can take a position. Thank you for your time and I will be voting yes on this motion.

**Chairperson Hulu Lindsey** Thank you, proceed with roll call please.

Trustee Akaka moves To approve Administration's recommendations on:  
**NEW BILLS (Items 1-93) and BILL POSITIONS FOR RECONSIDERATION (Item 94), along with the following revisions:**

**ADD Measures**

- GM739, as SUPPORT
- GM740, as SUPPORT
- GM741, as SUPPORT
- GM745, as SUPPORT
- GM746, as SUPPORT
- GM747, as SUPPORT
- GM748, as SUPPORT

**CHANGE Measures:**

- Item 94, from SUPPORT to COMMENT

**On the OHA Legislative Positioning Matrix dated March 24, 2021**

Trustee K. Lindsey seconds the motion.

	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA			X			
TRUSTEE KALEI AKAKA	X		X			
TRUSTEE KELI'I AKINA					X	

TRUSTEE LUANA	ALAPA			X		
TRUSTEE BRENDON	LEE			X		
TRUSTEE KEOLA	LINDSEY		X	X		
TRUSTEE JOHN	WAIHE'E			X		
CHAIRPERSON HULU	LINDSEY		X	X		
<b>TOTAL VOTE COUNT</b>				<b>8</b>	<b>1</b>	
<b>MOTION:</b> <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
<b>Motion passes with eight ( 8 ) YES votes and zero (0) no vote.</b>						

**Chairperson Hulu Lindsey** Thank you. Trustee Akaka you can move onto item IV.A. 3 on the agenda.

**A. Committee on Beneficiary Advocacy and Empowerment**

**3. Action Item: BAE #21-01: Approval of Wilmina K. English as the Moloka'i Island Representative for the Native Hawaiian Revolving Loan Fund (NHRLF) Board of Directors (BOD)**

**Trustee Akaka** Thank you Chair. Looking at the Action Item for approval of Wilmina K. English as the Moloka'i Island Representative for the Native Hawaiian Revolving Loan Fund (NHRLF) Board of Directors (BOD)

**Trustee K. Lindsey** seconds the motion.

Trustee Akaka moves to approve Administration's recommendations on:						
<b>Action Item BAE #21-01: Approval of Wilmina K. English as the Moloka'i Island Representative for the Native Hawaiian Revolving Loan Fund (NHRLF) Board of Directors (BOD)</b>						
Trustee K. Lindsey seconds the motion.						
	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI	AHU ISA		X			
TRUSTEE DAN	AHUNA		X			
TRUSTEE KALEI	AKAKA	X	X			
TRUSTEE KELI'I	AKINA		X			
TRUSTEE LUANA	ALAPA		X			
TRUSTEE BRENDON	LEE		X			
TRUSTEE KEOLA	LINDSEY	X	X			
TRUSTEE JOHN	WAIHE'E		X			
CHAIRPERSON HULU	LINDSEY		X			

<b>TOTAL VOTE COUNT</b>			<b>9</b>			
<b>MOTION:</b> <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
<b>Motion passes with nine ( 9 ) YES votes and zero (0) EXCUSED vote.</b>						

**Chairperson Hulu Lindsey Mahalo.** We will move on to IV.B. and I would like to call on Trustee Waihe'e.

**B. Committee on Resource Management**

**1. Action Item RM #21-02: Approval to Close the Native Hawaiian Rights Fund (Special Fund S-331-z1) †**

**Trustee Waihe'e Thank you. Madam Chair, your Committee on Resource Management, having met on March 23, 2021 and after full and free discussion, recommends approval of the following motion to the Board of Trustees:**

**To Approve the closure of the Native Hawaiian Rights Fund (Special Fund S-331-z1) account, including completing the necessary documentation with the department of Accounting and General Services.**

Trustee Ahuna seconds the motion

Trustee Waihee moves to approve Administration's recommendations on:						
<b>To Approve the closure of the Native Hawaiian Rights Fund (Special Fund S-331-z1) account, including completing the necessary documentation with the department of Accounting and General Services.</b>						
Trustee K. Lindsey seconds the motion.						
	1	2	'AE (YES)	'A'OL E (NO)	KANALUA (ABSTAIN)	EXCUSED
TRUSTEE LEI AHU ISA			X			
TRUSTEE DAN AHUNA		X	X			
TRUSTEE KALEI AKAKA			X			
TRUSTEE KELI'I AKINA			X			
TRUSTEE LUANA ALAPA			X			
TRUSTEE BRENDON LEE			X			
TRUSTEE KEOLA LINDSEY			X			
TRUSTEE JOHN WAIHE'E	X		X			
CHAIRPERSON HULU LINDSEY			X			
<b>TOTAL VOTE COUNT</b>			<b>9</b>			
<b>MOTION:</b> <input type="checkbox"/> UNANIMOUS <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> DEFERRED <input type="checkbox"/> FAILED						
<b>Motion passes with nine ( 9 ) YES votes and zero (0) EXCUSED vote.</b>						



**Chairperson Hulu Lindsey** Thank you Trustees. We are now on Item IV.C. I would like to call on Pou Hana. This particular item was placed on the agenda because we will soon be traveling to neighbor islands for our meetings. This will be good to get a refresher on our process and the requirements.

### C. Workshop on Travel Services Business Travel Procedures – with Administration

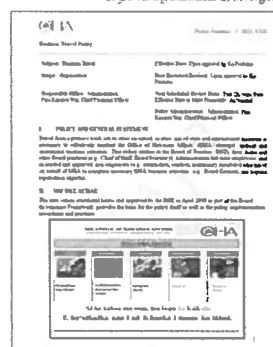
**Sylvia Hussey, CEO Aloha Trustees**, to set context before we start – travel was suspended when COVID started. This applied for in-state and outer-state due to COVID restrictions. Just recently travel was released for in-state travel and only for Board business. Only Board business is essential travel. Regardless of the process of travel the over arching is safety so we are in the process of gathering each County restrictions. We will be getting this to the Trustees so that you can do adequate planning. The travel is one aspect but our greatest concern is that the meetings are held safely. Our beneficiaries can access our Trustees and bring their concerns to the Trustees but again travel is done safely for everyone. In December of 2019 based on some challenges we did a pilot for Travel and tried to get more efficiency in our travel. Due to COVID all of this was suspended, some of things you will see relating to policy is emerging policy as it came to as a result from our experiences in learning good policy and practices. We wated to align as we taked about policy, procedure and practice. This way we have a policy that makes sense. A procedure that enables that policy and that we are all being consistent so that we don't have any risky behaviors as it relates to procedure. What you will see is emerging policy development. Through IT we have many online capabilities; workflow, access various systems from the outside – which means you do not need to be on the work premises. This is something our IT department has been able to help us with. Improvements are policy procedure alignment and technology improvments. The last piece is experience, 65% of travel is done by the Board Suite. Paying attention to the procedures and the necessity of Board travel is important to us. We want the travelers experience is an efficient one and there is balance between policy, procedure, and practice. I will turn the time over to Ramona Hink, our CFO.

THE OFFICE OF HAWAIIAN AFFAIRS  
Empowering Hawaiians, Strengthening Hawaii



Board of Trustees  
Thursday, March 25, 2021  
Workshop on Travel Services  
Business Travel Procedures

THE OFFICE OF HAWAIIAN AFFAIRS  
Empowering Hawaiians, Strengthening Hawaii



#### Business Travel Policy – Draft

- Travel from in-state, out-of-state and international locations, necessary to effectively conduct OHA's strategic, tactical and operational business activities.
- Applies to the Board of Trustees, their Aides and Staff, Administration full-time employees, and non-employees, as needed and approved.
- Regulatory Basis-- Administrative Rules- In accordance with Hawaii Administrative Rule (HAR) § 3-10-3 the applicability of HAR Chapter 3-10 (administrative rules as they relate to travel expenses incurred by state employees and representatives in connection with the official business of the State).

**Ramona Hink, CFO** Good morning Trustees. I will be going over the a high level overview of our Travel Business Policies, Procedures, and Practices. Starting with the Business Travel Policy which is still in draft. The business travel policy pertains to business travel in-state, outer-state, and International locations. This policy applies to the Board of Trustees (BOT), their Aides and other Board positions (e.g., Chief of Staff, Board Secretary), full-time employees and as needed and approved, non-employees.

**Regulatory Basis -- Administrative Rules.** In accordance with Hawai'i Administrative Rule (HAR) § 3-10-3 the applicability of HAR Chapter 3-10 (administrative rules as they relate to travel expenses incurred by state employees and representatives in connection with the official business of the State).

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*Pūnana ʻōia, Hawaiians. Strengthening Hawaii*

**Business Travel Policy – Draft (continued)**

**Scope and Delegation of Authorized Travel Approvals**

Travel Board/Committee	Traveler	Class	Class	Class	Rate
Business Travel	Approved	FINAL			FINAL
Out-of-State Travel	Approved				FINAL
Board/Commission Travel	Approved		FINAL		
Non-employee (e.g. Board Counsel, Contractor)	Chief of Staff				FINAL

Travel – Draft Staff	Staff	Traveler	Class	Class	Rate
In-State Travel	Approved	Int.	FINAL		
Out-of-State Travel	Approved	Int.		FINAL	FINAL


  

Travel – Administrative	Staff	Program Manager	Director	Class	Class	Rate
Administrative Staff Out-of-State Travel	Approved	Int. Inquiries	FINAL	FINAL	FINAL	FINAL
Administrative Staff Out-of-State Travel	Approved	Int. Inquiries	FINAL	Director	FINAL	FINAL
Administrative Staff Out-of-State Travel	Approved	Int. Inquiries	FINAL	Director	FINAL	FINAL
Non-employee (e.g. Contractor, NHHRA Board Member)	Approved	Int. Inquiries	FINAL	Director	FINAL	FINAL

There are scope and delegation of authority for travel approvals for the Trustee, the Trustee's staff, and Administration.

**THE OFFICE OF HAWAIIAN AFFAIRS**  
*Engaging the World, Strengthening Hawaii*

**Hawai'i Administrative Rule (HAR) § 3-10-3**



**DEPARTMENT OF LICENSING AND GENERAL SERVICES**

Nagapoea of Chapter 3-10  
 Hawaii Administrative Rules  
 June 23, 1993

**§3-10-3**

1. 963-10-1 Cx 3-10-4 was amended.
2. 963-10-1a 3-10-4 was inserted.
3. Chapter 3-10 is amended.

**Travel Purpose:** To provide uniform application as they relate to travel expenses.

**Applicability:** To all persons employed by the State.

- Rules apply to all travel expenses regardless of the source of funding.
- Takes precedence over conflicting travel policies of any department or agency of the state.

**Travel Status:** Begins with departure of common carriers from the island on which the traveler's regular place of business is located and terminates upon the traveler's return to that island.

**Reimbursement:** The most economical and direct route available to the point of business destination.

- Travel tickets shall be for complete routes, including all direct connections.
- Any charges related to travel not applicable to state business will be the responsibility of the employee.

- Rules apply to all travel expenses regardless of the source of funding.
- Takes precedence over conflicting travel policies of any department or agency of the state.

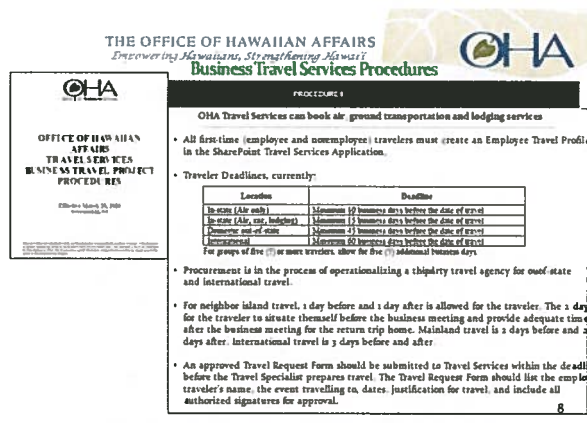
These rules take precedence over conflicting travel policies, written or unwritten of any department or agency of the State.

**Ramona Hink, CFO** The routing of travel should be the most economical and direct route available to the point of business destination. Travel tickets shall be for complete routes, including all direct connections. Any charges related to travel not applicable to state business will be the responsibility of the employee. This includes stop overs, short-run trips, back tracking, personal side trip, airline preferences, or any other routing that would impact the lowest possible rate.

[illegible]

The screenshot shows a SharePoint page titled "Forms and Resources" with a green background. A yellow circle with the number "2" is positioned above the "Select 'Travel Services'" text. A red circle highlights the "Travel Services" link in the list of resources. A black arrow points from the yellow circle to the "Travel Services" link.

These slides display how to reach Travel Services site via the OHA Sharepoint.



- Minutes for 3/25/2021

staff members time and benefits. It is being sought to be used as an option to be able to utilize in addition to our own staff.

**Trustee Lee** I just want to be clear. You mentioned “option” several times. If I provide the necessary quotes that your policy states then that option does not need to be exercised, correct? If we are going to DC in June as a Board and I provide two quotes for airfare and hotel that satisfies policy then, the lower quote and routings of the two will be utilized, correct?

**Ramona Hink, CFO** As long as it's the lowest cost.

**Trustee Lee** I always find the lowest cost. That is part of my concern, travel agencies are not under that option. The way travel agencies get their routing and cost is they pre-purchase bulk seatings and then it's their responsibility to go sell them. Airlines typically have lower rates that get published after that happens because travel agencies have to purchase those far in advance. In my eight years at the airlines I never once seen a travel agency price lower than a published airline rate. I will hold administration to this, as long as full fill those two quotes then that option will not need to be exercised.

**Sylvia Hussey, CEO** Alternatively, if another trustee does not want to do that the flexibility is there for us to use the agent.

**Trustee Lee** Correct, I am not speaking for other Trustees

**Sylvia Hussey, CEO** It is the opportunity to exercise that additional way to book travel.

**Trustee Lee** When you use DC as an example, the most economical way is through Dulles Airport. Dulles is almost two hours away from DC vs. Ronald Reagan International about ten minutes away from the city.

**Sylvia Hussey, CEO** Hawaiian flies to Regan International through Boston or JFK

**Trustee Lee** Correct, but they offer only one flight. To make that connection you must fly the red eye. There is no other flight out of Logan to Regan until that night so, if you miss that flight, you are stuck for nine hours until that evening. This is using their code share route. I bring this up because of the policy about direct flights, the only other way is to change airlines in Logan, which cost more money, and you will need to leave security to enter another terminal. Again, this is why I bring this up.

**Sylvia Hussey, CEO** We appreciate that. Another observation is we want to make sure the experience is well. The lowest flight could be three layovers (L/O) that is not the booking we would choose. The objective is to get the traveler there safely and prepared. Three stops may be the cheapest is not supporting the policy of having our travelers being prepared. If the policy is to get our traveler there in the best condition, alert, coherent, and prepared for the business then booking three L/O is not going to be booked. It will probably not be the lowest fare but that's our policy and we will adhere to that in the process and practice.

**Ramona Hink, CFO** That is also consistent with HAR 3-10/3, the travel route would be the most economic and direct route available to the point of destination.

**Sylvia Hussey, CEO** The other observation made as frequent travelers, the connection in Chicago may involve trucking it under the tarmac. Even a thirty-minute connection is not sufficient to allow the traveler to

comfortably transition in the L/O. These are other arrangements that need to be mindful in the implementation of the policy and procedure.

**Trustee Lee** Thank you.

**Ramona Hink, CFO** An approved Travel Request Form should be submitted to Travel Services within the deadlines before the Travel Specialist prepares travel. The Travel Request Form should list the employee traveler's name, the event travelling to, dates, justification for travel, and include all authorized signatures for approval.

**Trustee Akina** If there is a need for sudden travel, is there a procedure if we cannot meet the deadlines?

**Ramona Hink, CFO** Yes, that is coming up shortly.



Travel approval is required in advance for all travel, including in-state, domestic out-of-state, and international travel. Travel must be approved in accordance with the Travel Policy.

All official travel and business should be conducted within the work week, Monday – Friday, and within the typical work day. Expenditures for weekend and holiday travel may be disallowed if deemed to be unwarranted by the BOT Chair or CEO.

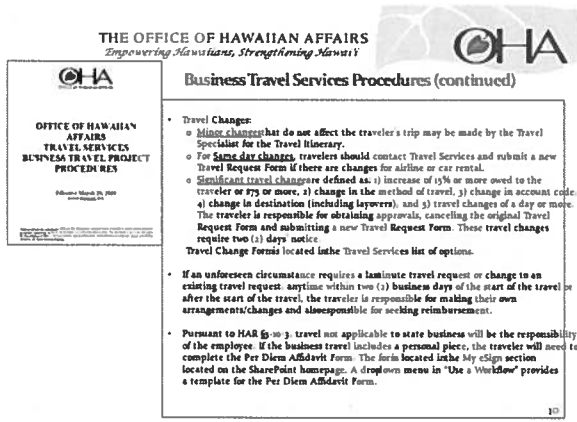
If travel is for the purpose of attending a training program, the traveler must submit a Training Request Form with corresponding documentation about the professional development training for which the employee is requesting travel.

**Sylvia Hussey, CEO** Because the Board travels often for investment training, we would want to coordinate that all together.

**Ramona Hink, CFO** In-state travel requires only one (1) airfare quote.

Out of state-travel requires a minimum of two (2) airfare quotes. Per Diem does not extend beyond 24 hrs prior to reporting for duty and ends upon arrival at the home airport. Travel Specialists should book the most economical lodging that best fits the business requirements. In-state and out-of-state travel requires a minimum of two (2) quotes nearest the place of business, unless using conference lodging. The travel specialist should pack ground transportation and note the traveler's confirmation number on the travel confirmation form. For in-state travelers, the Travel Specialist shall use the State Procurement Office Price List for car rental reservations when a rental car is necessary. The size of the car is determined by the number of people in the group. The default size is a compact size car. Gas is included and the State is self-insured for the no insurance option. For out-of-state travelers, these travelers shall use the airport and/or lodging shuttle whenever possible. If a car rental is necessary (and approved), the traveler will pay up front and be reimbursed. Travel Itinerary, the Travel Specialist will compile all confirmed information and complete the Travel Itinerary based on official business dates, time, and estimated costs obtained from the above processes.

Travel Changes - Minor changes that do not affect the traveler's trip may be made by the Travel Specialist for the Travel Itinerary. For Same day changes, travelers should contact Travel Services and submit a new Travel Request Form if there are changes for airline or car rental. Significant travel changes are defined as: 1) increase of 15% or more owed to the traveler or \$75 or more, 2) change in the method of travel, 3) change in account code, 4) change in destination (including layovers), and 5) travel changes of a day or more. The traveler is responsible for obtaining approvals, canceling the original Travel Request Form and submitting a new Travel Request Form. These travel changes require two (2) days' notice. Travel Change Form is located in the Travel Services list of options.



**Sylvia Hussey, CEO** We want to be as mindful as possible with our agendas. To plan as far ahead, but changes can happen daily. We want to be as planful as possible. Trustee business does not always follow a business timeline. The sooner changes are made helps everyone. We do not want you to show up and not have a hotel or flight. Some of you have experienced this and this is not what we want you to experience.

**Trustee Lee Ramona**, I would like to go back and speak on the rental car. There was an issue about two years ago about cars, since then I've checked with State Ethics. As you stated, agencies and officials should use the provided rate card from the State for rental cards. I checked with State ethics and it is "should". If an agency or official can provide a lower rate from a rental car service that is not on the provided list from the State then that can be used. There is no law or policy with the State the precludes that. What will we do if a Trustee is able to get a lower rate in-state-car than what is provided by the State list?

**Sylvia Hussey, CEO** Trustee Lee, we will circle back to that question and be sure we have an align policy. We will be very clear with the in-state rental and the State procurement list in the event there is a lower rate found by the traveler. Conceptually that makes sense, but we want to make sure our policy and procedure aligns.

**Trustee Lee** Okay, Thank you.

**Trustee Ahuna** I am not sure if this is correct but one of the reason, we do not use other companies is because they are not on the State vendor list.

**Sylvia Hussey, CEO** If they are on the State procurement list, then the State procurement office has vetted their qualifications to be on that list. Going back to the objective is to get our travelers to their destination safely and in time to be prepared. We do not want travelers to have to use their own credit card. There is a process to get an advance on the per diem if it is approved. The objective is that travelers should not need to use their own resources while traveling on business.



**Trustee K. Lindsey** On slide four – Administrative rules for most economical fares being put in place back in 1999, I think the industry has changed a lot where you see restrictive fares such as cost to carry on, availability of seats. I hope there is some ability for travel or travel agent to navigate those scenarios.

**Sylvia Hussey, CEO** I think that goes with the three stops L/O type of itinerary – you can get the lowest option if you go all over the place but this does not get the traveler their in the most optimal space. These would be considerations within the parameters. We would not want to buy a restricted ticket. Lowest far in one consideration but it can not be the only consideration.

**Ramona Hink, CFO** Continuing on with slide ten – significant travel changes. Significant travel changes are defined as: 1) increase of 15% or more owed to the traveler or \$75 or more, 2) change in the method of travel, 3) change in account code, 4) change in destination (including layovers), and 5) travel changes of a day or more. The traveler is responsible for obtaining approvals, canceling the original Travel Request Form and submitting a new Travel Request Form. These travel changes require two (2) days' notice. The form can be located in the Travel Services list of options.

Any unforeseen circumstance requires a last-minute travel request or change to an existing travel request, anytime within two (2) business days of the start of the travel or after the start of the travel, the traveler is responsible for making their own arrangements/changes and also responsible for seeking reimbursement. If any changes are from a result of an emergency or unforeseen circumstance and has received proper approvals then this section doesn't apply to the employee.

**Trustee Lee** If it's Monday and I get called to Hawaii Island for a Friday then I still send my travel-to-Travel Services? Because this says two business days.

**Ramona Hink, CFO** Yes, If its two business days before the travel.

**Trustee Lee** Yes, So I book my own and pay for my own and then I submit for reimbursement. I am fine with this. I am perfectly capable of finding and booking my own travel, I usually do it better. Nothing against Travel Services but I use work in the travel industry. What is administration going to consider "reasonable cost" for reimbursement? We should keep in mind as we are frequent travelers, that we can change flights for free. The cheapest flight is the last flight out and changing your flight on the same day of travel is free. I am curious on administrations view on reasonable cost, what will administration require from me for *the travel was necessary and you needed to go* vs. *I know you had to go to a meeting, but we do not think that meeting was necessary so, sorry you are not going to be reimbursed for your flight and car.*

**Sylvia Hussey, CEO** The process is still the same, you would still submit your paperwork. It will go to the COO for approval. The authorization process has not changed. Myself and our COO have not denied any travel.

**Trustee Lee** I know you haven't but I am not going to be in the position nine months from now of not having ask this question and then something happens and someone say *well you should've asked that question.*

**Sylvia Hussey, CEO** Pertaining to this question and other questions that we are picking up through this discussion Administration will issue a follow up memo to this workshop for clarification on all of the points being brought up. This way everyone will have the same information and same expectations.

**Ramona Hink, CFO** Pursuant to HAR § 3-10-3, travel not applicable to state business will be the responsibility of the employee. If the business travel includes a personal piece, the traveler will need to complete the Per Diem Affidavit Form. The form is located in the My eSign section located on the SharePoint homepage. A drop-down menu in “Use a Workflow” provides a template for the Per Diem Affidavit Form.

**Sylvia Hussey, CEO** For example, we go to lei draping in D.C. for one week in June but there is also a Commonfund training in the North East two weeks later. The business purpose is there but travel may be broken up so, the affidavit is filled out. You would list dates and state Saturday, Sunday, and Monday attended Lei draping – Business (Per Diem will be calculated). In between the training you decide to visit family and go to Vegas but then come back to the training, then you would state your Per Diem on the next business segment. Normally, per diem is calculated by round trip. If there is a break in service then that's when you would fill out the affidavit.

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**Business Travel Services Procedures (continued)**

Travelers are required to complete and submit a Statement of Completed Travel (SOCT) within 5 business days after return from travel and submitted to Travel Services. SOCT should have the dates and times of travel and justification for any changes. Original electronic or paper receipts (airline, lodging, and ground transportation) are the traveler's responsibility. Any out-of-pocket expenses must be itemized on the SOCT.

The Travel Services from the Forms and Resources tab on the SharePoint homepage provides these options:

1. Travel Services Application- Use to initiate a Travel Request form. First time users will need to sign up.
2. Procedures and Manual- Detailed information and desktop procedures of the what, when, why, where and how OHA travel is executed.
3. Travel Change Form
4. Instructional training video
5. FAQ
6. Instructions of how to locate the Per Diem form on eSign and how to complete it.
7. COVID-19 Updates. Hawaii Traveler Information with links for updates.

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**Per Diem**

The SOCT triggers the Per Diem calculation. It is automatically calculated on the SOCT by the travel application. It is based on the departure date/time and the return date/time and whether lodging was paid for by OHA. Once approved, Travel Services reviews it and then Financial Services double-checks and processes it for payment.

Travel Services Per Diem allowance covers traveler's expenditures incident to travel such as meals, lodging, tips, laundry, and other necessary personal expenditures incident to travel.

Time	Departure Date Per Diem Credit	Return Date Per Diem Credit
Before 6:00 A.M. to 6:00 A.M.	1/2 day	1/2 day
6:00 A.M. to 6:00 P.M.	1/2 day	1/2 day
6:00 P.M. to 6:00 P.M.	1/2 day	1/2 day
6:00 P.M. to 6:00 A.M.	1/2 day	1 day

Meals included as part of a trip or conference fee will be deducted from the travel per diem payment as follows: breakfast 8% of total per diem, lunch 12% of total per diem, and dinner 10% of total per diem.

**Ramona Hink, CFO** The Statement of Completed Travel triggers the per diem calculations. It is automatically calculated by the app. It is based on departure date/ time and the return date/ time, and if lodging was paid for by OHA. Once approved, travel Services reviews it and the Financial Services double-checks and processes it for payment.

**Sylvia Hussey, CEO** Payment is also done directly to your bank accountants. It's very important to close out your travel so that all your per diems can get calculated, uploaded, and then direct deposited into your bank accounts. Reminder the work flow begins once you approve.

**Ramona Hink, CFO** Per diem is calculated on a quarter day system. The earlier you depart the higher the per diem rate and the later you return home, then the higher the per diem rate.

**Chair Hulu Lindsey** Can you please tell us how much is a whole day? I seem to hear different figures from others that work in the State.

**Ramona Hink, CFO** The in-State per diem is \$90 for overnight travel, if OHA is paying for lodging than \$50 is deducted per night from the per diem. If it is a same day round trip, it is still based on quarter day but subject to two quarters for \$45. Out of State-travel is similar to in-State but the per diem amount is \$145, if OHA is paying for lodging than \$85 is deducted per night from the per diem.



**Sylvia Hussey, CEO** Can we ask Travel Services or Procurement to compare these reimbursements to other agencies?

**Chair Hulu Lindsey** Yes, I would like to see those comparisons too. I've gotten different comments from other State workers. Realistically, is \$60 is enough for a trip on the mainland to eat three meals a day?

**Sylvia Hussey, CEO** A previous employer used the Federal General Services Administration (GSA) rate that identifies the different rates for different States. New York and California would have a higher GSA rate also Hawaii and Alaska. We can follow up on the various rates for different destinations and international trips.

**Chair Hulu Lindsey** We can see if our rates are up to date. Thank you.

**Trustee Keola Lindsey** With that being said, where do these numbers come from?

**Sylvia Hussey, CEO** My previous employer used the GSA rate, the site offers tables based on various regions. We will find out where we get our rates from. We can also find out when it was established and the last time, we reviewed it. We can also add it to our policy – how often do we refresh and look at these per diem rates.

**Ramona Hink, CFO** Under the Hawaii Administrative Rules 3-10-3 the per diem amounts are significantly lower than ours.

**Sylvia Hussey, CEO** We can get that comparison from a variety of places so that we can share that comparison.

**Trustee Keola Lindsey** These are rules that were written in 1999.

**Sylvia Hussey, CEO** They are, they codified in some of the rules for example the retirement gift during the Service Awards, it is written based on the double carnation lei, the cost is written in. That is what was pegged as the modest gift to a retiring employee. And we know that is not correct.

**Ramona Hink, CFO** The IRS publishes per diem amounts, we can take a look at that too.

**Sylvia Hussey, CEO** That will be a good comparison to bring back and share.

**Ramona Hink, CFO** One last thing is meals. The conference fee will be deducted from the payment as follows:

Breakfast 8% of the total per diem

Lunch is 12% of the total per diem

Dinner is 20% of the total per diem

The amounts are deducted from the per diem if the trip includes meals.

**Sylvia Hussey, CEO** Chair could you refresh the Trustees the parameters for the upcoming meetings.

**Chair Hulu Lindsey** Yes, thank you. For the neighbor island travel – the hosting Trustee is welcome to take their aides with them to help and assist with the meetings and site visits. All other Trustees are entitled to one aide to travel with them.

**Sylvia Hussey, CEO** Also, each County has their own rules, Corp Counsel will help us aggregating all the current rules and add the parameters as it related to the Governor's proclamation. That we can still meet virtually as well and if a Trustee is not able to attend physically then it does not count as an absence.

**Chair Hulu Lindsey** If any Trustee does not want to attend the meeting in person they can still log on virtually and participate in the meeting, this is acceptable.

**Trustee Lee** I remember the memo coming out and it stating the parameters were being looked into and the viability of having in person meetings on neighbor islands but I do not recall seeing one since saying that we were going to. Are we saying that we are in fact going to have in-person meetings on the neighbor islands? And we begin our travel plans?

**Sylvia Hussey, CEO** On the administration side we are supporting the on island Trustee as they are finding their locations and parameters.

**Trustee Lee** Okay, I have not seen that. Are we saying the other islands; Hawaii island, Kauai, Molokai, Maui, and Lana'i are all having in person meetings and so my office can start our travel plans?

**Chair Hulu Lindsey** Trustee we will send out a memo. Trustees were still confirming their dates.

**Trustee Lee** Okay.

**Sylvia Hussey, CEO** Administration is working with the outer island Trustees. For example: Kaua'i is currently limited to only 10 people indoors. We are figuring out how to balance that so we are working with Trustee Ahuna and his staff. How ever we can help; IT support is on and digital print media will live stream. The travel and essential travel will support if your aides need to go up a month ahead of time to plan and scope out site visits and speak to community groups that is considered essential travel as well. To the extent that your island is requiring Covid testing – that is a business expense. We will cover that.

**Chair Hulu Lindsey** I think this workshop has been very helpful to all of us. At this time I would like to move on to item V. Community Concerns.

### **Community Concerns and Celebrations**

**Chairperson Hulu Lindsey** Do we have anyone signed up?

**Board Secretary** Yes, we have Germaine Meyers and Kamealoha Smith for community concerns.

**Germain Meyers** Aloha Chair Hulu, Vice-Chair Ahu Isa, OHA Staff and Lahui.

My name is Germaine Meyers. I'm an OHA beneficiary for beneficiary advocacy and empowerment. I'm also a Nanakuli Hawaiian Homestead Lessee.

Trustees, I appreciate hearing the robust dialogue between Trustees and Administration related to travel procedures and the honoring of OHA policies, procurement rules, and the seeking of clarity from the ethics commission. I appreciate hearing Trustees and Administration deep concerns for everyones safety and well being, I also appreciate everyones concerns for the proper spending of OHA funds. Thank you for sharing your time with me today and for giving me the opportunity to express my beneficiary concerns to you all. Trustees contrary to what some believe there are fourteen types of business audits and not just one business

audit. Audits are another way to say and show accountability. Accountability is an imperative way leaders show that they are trustworthy. Trustees, I reviewed the packet and see it regards to State audit 18-03 ten items are outstanding. Please forgive me if I misread the packet. State audit 18-03 was published in 2018, three years ago. As a beneficiary, why ten items are outstanding, in addition, the CLA audit of OHA was published in 2019, two years ago. As a beneficiary I am concerned that the previous administration didn't bring accountability to the lahui for the red flag items that were outlined in the CLA audit report. Trustees, I look forward to receiving feedback from OHA Trustees and Administration regarding the concerns I have expressed to you today. Ke akua pu, God bless you, and God bless us all.

**Chair Hulu Lindsey** Thank you Germaine. Kamealoha you are next.

*Kamealoha was unable to connect to meeting.*

### **Announcements**

**Chair Hulu Lindsey** Our next Board meeting is scheduled for April 1st at 10 am.

### **Adjournment**

**Trustee Akaka** moves to adjourn the meeting.


**Trustee Waihe'e** seconds the motion.

**Chairperson Lindsey** calls for a **ROLL CALL VOTE**.

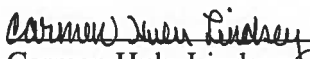
Adjournment							
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA			X			
KALEIHIKINA	AKAKA	X		X			
KELI'I	AKINA			X			
LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
KEOLA	LINDSEY			X			
JOHN	WAIHE'E		X	X			
CHAIR CARMEN HULU	LINDSEY			X			
<b>TOTAL VOTE COUNT</b>				<b>9</b>		<b>0</b>	<b>0</b>

**Chairperson Carmen Hulu Lindsey** adjourns the Board of Trustees meeting at 11:28 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Lehua Itokazu  
Board Secretary

As approved by the Board of Trustees on March 25, 2021.

  
\_\_\_\_\_  
Carmen Hulu Lindsey  
Chairperson, Board of Trustees

Attachments:

Power Point – BOT Workshop: Travel Services Business Travel Procedures



Board of Trustees  
Thursday, March 25, 2021  
Workshop on Travel Services  
Business Travel Procedures

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# THE OFFICE OF HAWAIIAN AFFAIRS

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Policy Number: C-2021-XXX

## Business Travel Policy

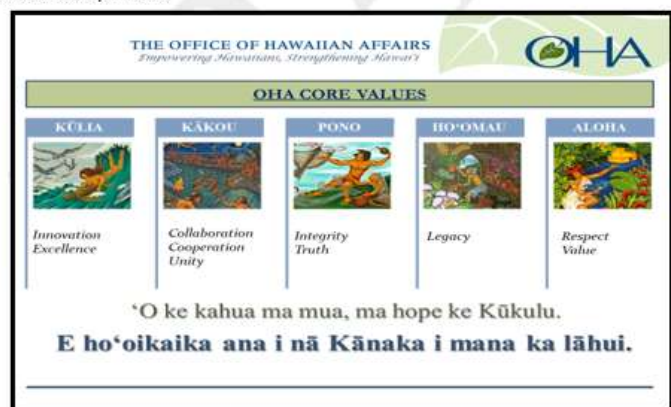
<b>Subject:</b> Business Travel	<b>Effective Date:</b> Upon approval by Ka Pouhana
<b>Scope:</b> Organization	<b>Date Reviewed/Revised:</b> Upon approval by Ka Pouhana
<b>Responsible Office:</b> Administration, Paia Kanaloa Wai, Chief Financial Officer	<b>Next Scheduled Review Date:</b> Two (2) years from Effective Date or More Frequently, As Needed
	<b>Policy Administrator:</b> Administration, Paia Kanaloa Wai, Chief Financial Officer

### I. POLICY AND GENERAL STATEMENT

Travel from a primary work site to other on-island, in-state, out-of-state and international locations is necessary to effectively conduct the Office of Hawaiian Affairs' (OHA) strategic, tactical and operational business activities. This policy applies to the Board of Trustees (BOT), their Aides and other Board positions (e.g., Chief of Staff, Board Secretary), Administration full-time employees, and as needed and approved, non-employees (e.g., contractors, vendors, community members) who travel on behalf of OHA to complete necessary OHA business activities (e.g., Board Counsel, iwi kupuna repatriation experts).

### II. MO'OKUAUHAU

The core values articulated below and approved by the BOT in April 2019 as part of the Board Governance Framework, provides the basis for the policy itself as well as the policy implementation procedures and practices.



## Business Travel Policy – Draft

- Travel from in-state, out-of-state and international locations, necessary to effectively conduct OHA's strategic, tactical and operational business activities.
- Applies to the Board of Trustees, their Aides and Staff, Administration full-time employees, and non-employees, as needed and approved.
- Regulatory Basis -- Administrative Rules. In accordance with Hawai'i Administrative Rule (HAR) § 3-10-3 the applicability of HAR Chapter 3-10 (administrative rules as they relate to travel expenses incurred by state employees and representatives in connection with the official business of the State).



## Business Travel Policy – Draft (continued)

### Scope and Delegation of Authorized Travel Approvals

Travel – Board of Trustees	Trustee	COO	CEO	BOT Chair
In-State Travel	<i>Initiates</i>	FINAL		
Out-of-State Travel	<i>Initiates</i>			FINAL
BOT Chairperson Travel	<i>Initiates</i>		FINAL	
Non-employee (e.g., Board Counsel, Contractor)	<i>Chief of Staff</i>			FINAL

Travel – BOT Staff	Aide/ Staff	Trustee	COO	CEO
In-State Travel	<i>Initiates</i>	1st	FINAL	
Out-of-State Travel	<i>Initiates</i>	1st		FINAL

Travel – Administration	Staff	Program Manager	Director	COO	CEO	BOT Chair
Administration Staff In-State Travel	<i>Initiates</i>	1st/Initiates	FINAL	FINAL for Director	FINAL for COO	FINAL for CEO
Administration Staff Out-of-State Travel	<i>Initiates</i>	1st/Initiates	2nd/1st	FINAL	FINAL for COO	FINAL for CEO
Non-employee (e.g., Contractor, NHRLF Board Member)		Initiates	1st	FINAL		



## Hawai'i Administrative Rule (HAR) § 3-10-3

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Amendment of Chapter 3-10  
Hawaii Administrative Rules

June 23, 1999

SUMMARY

1. §§3-10-1 to 3-10-4 are amended.
2. §§3-10-6 to 3-10-14 are amended.
3. Chapter 3-10 is compiled.

**Travel Purpose:** To provide uniform application as they relate to travel expenses.

**Applicability:** To all persons employed by the State.

- Rules apply to all travel expenses regardless of the source of funding.
- Takes precedence over conflicting travel policies of any department or agency of the state.

**Travel Status:** Begins with departure of common carriers from the island on which the traveler's regular place of business is located and terminates upon the traveler's return to that island.

**Routing of Travel:** The most economical and direct route available to the point of business destination.

- Travel tickets shall be for complete routes, including all direct connections.
- Any charges related to travel not applicable to state business will be the responsibility of the employee.









# THE OFFICE OF HAWAIIAN AFFAIRS

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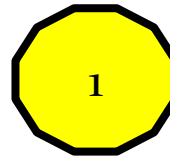


Home Board of Trustees Administration **Forms and Resources** My Workspace

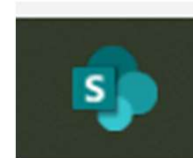
## Frequently Used

	My Email
	My Teams
	My SharePoint
	My Timecards
	My Workflow Tasks
	My Oracle
	My eSign
	My HiPay

## SharePoint Homepage



Navigate to SharePoint Homepage



Click on icon on task bar

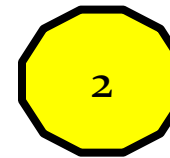
or type in browser:

<https://oha2.sharepoint.com/>

## SharePoint access to Business Travel Services

Forms and Resources

Emergency Timecard
Check Issuance Form
Request For Payment On Contract
Purchase Card Request
Employee Reimbursement
Mileage Reimbursement
Trustee Protocol Allowance (TPA) Disbursement Form
Travel Services



Select "Travel Services"



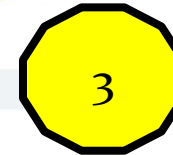
# THE OFFICE OF HAWAIIAN AFFAIRS

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## SharePoint access to Business Travel Services



[Home](#) [Board of Trustees](#) [Administration](#) [Forms and Resources](#) [My Workspace](#)



**Navigate**

TRAVEL SERVICES APPLICATION

PROCEDURES

MANUAL

TRAVEL CHANGE FORM

TRAVEL TRAINING

FAQ

HOW TO SUBMIT A PER DIEM AFFIDAVIT FORM

DEPARTMENT OF TRANSPORTATION'S COVID-19 UPDATES

# THE OFFICE OF HAWAIIAN AFFAIRS

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## Business Travel Services Procedures



### OFFICE OF HAWAIIAN AFFAIRS TRAVEL SERVICES BUSINESS TRAVEL PROJECT PROCEDURES

Effective March 20, 2020  
Revised March XX, 2021

These procedures are considered a draft, and the information contained herein is subject to change as this document is currently undergoing review by the Business Travel Process project team. This document is not to be considered the final adoption of OHA's travel procedures, and all information contained herein is subject to change upon further review by the Travel Services Program.

#### PROCEDURES

#### OHA Travel Services can book air, ground transportation and lodging services

- All first-time (employee and non-employee) travelers must create an Employee Travel Profile in the SharePoint Travel Services Application.

- Traveler Deadlines, currently:

Location	Deadline
In-state (Air only)	Minimum 10 business days before the date of travel
In-state (Air, car, lodging)	Minimum 15 business days before the date of travel
Domestic out-of-state	Minimum 45 business days before the date of travel
International	Minimum 60 business days before the date of travel

For groups of five (5) or more travelers, allow for five (5) additional business days.

- Procurement is in the process of operationalizing a third-party travel agency for out-of-state and international travel.
- For neighbor island travel, 1 day before and 1 day after is allowed for the traveler. The 2 days are for the traveler to situate themselves before the business meeting and provide adequate time after the business meeting for the return trip home. Mainland travel is 2 days before and 2 days after. International travel is 3 days before and after.
- An approved Travel Request Form should be submitted to Travel Services within the deadlines before the Travel Specialist prepares travel. The Travel Request Form should list the employee traveler's name, the event travelling to, dates, justification for travel, and include all authorized signatures for approval.



OFFICE OF HAWAIIAN  
AFFAIRS  
TRAVEL SERVICES  
BUSINESS TRAVEL PROJECT  
PROCEDURES

Effective March 20, 2020  
Revised March XX, 2021

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## Business Travel Services Procedures (continued)

- Travel approval is required in advance for all travel, including in-state, domestic out-of-state, and international travel. Travel must be approved in accordance with the Travel Policy.
- If travel is for the purpose of attending a training program, the traveler must submit a Training Request Form with corresponding documentation about the professional development training for which the employee is requesting travel.
- Quotes:
  - In-state travel requires only one (1) airfare quote.
  - Out of state-travel requires a minimum of two (2) airfare quotes.
  - Travel Specialists should book the most economical lodging that best fits the business requirements. In-state and out-of-state travel requires a minimum of two (2) quotes nearest the place of business, unless using conference lodging.
- For in-state travelers, the Travel Specialist shall use the State Procurement Office Price List for car rental reservations when a rental car is necessary. The size of the car is determined by the number of people in the group.
- For out-of-state travelers, these travelers shall use the airport and/or lodging shuttle whenever possible. If a car rental is necessary (and approved), the traveler will pay up front and be reimbursed.
- Travel Itinerary, the Travel Specialist will compile all confirmed information and complete the Travel Itinerary based on official business dates, time, and estimated costs obtained from the above processes.



**OFFICE OF HAWAIIAN  
AFFAIRS  
TRAVEL SERVICES  
BUSINESS TRAVEL PROJECT  
PROCEDURES**

Effective March 20, 2020  
Revised March XX, 2021

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## Business Travel Services Procedures (continued)

- Travel Changes:
  - Minor changes that do not affect the traveler's trip may be made by the Travel Specialist for the Travel Itinerary.
  - For Same day changes, travelers should contact Travel Services and submit a new Travel Request Form if there are changes for airline or car rental.
  - Significant travel changes are defined as: 1) increase of 15% or more owed to the traveler or \$75 or more, 2) change in the method of travel, 3) change in account code, 4) change in destination (including layovers), and 5) travel changes of a day or more. The traveler is responsible for obtaining approvals, canceling the original Travel Request Form and submitting a new Travel Request Form. These travel changes require two (2) days' notice.

Travel Change Form is located in the Travel Services list of options.
- If an unforeseen circumstance requires a last-minute travel request or change to an existing travel request, anytime within two (2) business days of the start of the travel or after the start of the travel, the traveler is responsible for making their own arrangements/changes and also responsible for seeking reimbursement.
- Pursuant to HAR § 3-10-3, travel not applicable to state business will be the responsibility of the employee. If the business travel includes a personal piece, the traveler will need to complete the Per Diem Affidavit Form. The form is located in the My eSign section located on the SharePoint homepage. A drop-down menu in "Use a Workflow" provides a template for the Per Diem Affidavit Form.





## Business Travel Services Procedures (continued)



**OFFICE OF HAWAIIAN  
AFFAIRS  
TRAVEL SERVICES  
BUSINESS TRAVEL PROJECT  
PROCEDURES**

Effective March 20, 2020  
Revised March XX, 2021

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- Travelers are required to complete and submit a Statement of Completed Travel (SOCT) within 5 business days after return from travel and submitted to Travel Services. SOCT should have the dates and times of travel and justification for any changes. Original electronic or paper receipts (airline, lodging, and ground transportation) are the traveler's responsibility. Any out-of-pocket expenses must be itemized on the SOCT.
- The Travel Services from the Forms and Resources tab on the SharePoint homepage provides these options:

TRAVEL SERVICES APPLICATION

PROCEDURES

MANUAL

TRAVEL CHANGE FORM

TRAVEL TRAINING

FAQ

HOW TO SUBMIT A PER DIEM AFFIDAVIT FORM

DEPARTMENT OF TRANSPORTATION'S COVID-19 UPDATES

1. Travel Services Application – Use to initiate a Travel Request Form. First time users will need to sign up.
2. Procedures and Manual – Detailed information and desktop procedures of the what, when, why, where and how OHA travel is executed.
3. Travel Change Form
4. Instructional training video
5. FAQ
6. Instructions of how to locate the Per Diem form on eSign and how to complete it.
7. COVID-19 Updates, Hawaii Traveler Information with links for updates.



He ninau kau

Mahalo!



# THE OFFICE OF HAWAIIAN AFFAIRS

*Empowering Hawaiians, Strengthening Hawai'i*

## Per Diem



OFFICE OF HAWAIIAN AFFAIRS

### OFFICE OF HAWAIIAN AFFAIRS TRAVEL SERVICES BUSINESS TRAVEL PROJECT PROCEDURES

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- The SOCT triggers the Per Diem calculation. It is automatically calculated on the SOCT by the travel application. It is based on the departure date/time and the return date/time and whether lodging was paid for by OHA. Once approved, Travel Services reviews it and then Financial Services double-checks and processes it for payment.
- Travel Services Per Diem allowance covers traveler's expenditures incident to travel such as meals, lodging, tips, laundry, and other necessary personal expenditures incident to travel.

Time	Departure Date Per Diem Credit	Return Date Per Diem Credit
12:01 A.M. to 6:00 A.M.	1 day	¼ day
6:00 A.M. to 12:00 P.M.	¾ day	½ day
12:00 P.M. to 6:00 P.M.	½ day	¾ day
6:00 P.M. to 12:00 A.M.	¼ day	1 day

- Meals included as part of a trip or conference fee will be deducted from the travel per diem payment as follows: breakfast 8% of total per diem, lunch 12% of total per diem, and dinner 20% of total per diem.

**THE OFFICE OF HAWAIIAN AFFAIRS**  
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**Per Diem (continued)**



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- **In-State Travel:** Travel per diem is based on a quarter day system and commences in the quarter that authorized travel begins and ends in the quarter the travel is completed. The amount is \$90 per day for overnight travel. If OHA is paying directly for overnight lodging, a standard \$50 is deducted per night of lodging. For same day roundtrip, per diem is still based on quarter day increments, but is subject to a maximum of 2 quarters, \$45.
- **Out-of-State Travel:** Similar to in-state travel except the per diem amount is \$145 per day. If OHA is paying directly for overnight lodging, a standard \$85 is deducted per night of lodging.
- **Personal travel included with business travel** is the responsibility of the traveler. A Per Diem form template is available in eSign, discussed earlier, to designate the dates/times for departure and return for the business piece only. The traveler should turn this in as an attachment to the SOCT, in the event it is not included, Financial Services will adjust the Per Diem amount accordingly.