

TRAVEL REIMBURSEMENT FOR NEIGHBOR ISLAND ATTENDEES

Training sessions are optional. Those who register and request travel reimbursement **must** attend both days of the training session. Attendance will be taken at the beginning and end of both sessions. **If the attendee is not present for both sessions, no travel reimbursement will be covered.**

Neighbor island travel reimbursement is limited to 30 attendees. HCNP will contact you if the maximum number of neighbor island participants is reached. At that time, attendees will be responsible for all their own travel expenses.

Attendee will be responsible to create their travel arrangements as applicable and save their receipts.

What is covered? Actual travel costs associated with attending the Team Nutrition Standardized Recipe Training. This may include:

- Airfare
 - Hotel
 - Airport parking fees
 - Hotel parking fees
 - Ground transportation (taxi/Uber, rental car, bus)
 - Per diem (maximum 3.00 days)
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- Since the training session starts at 7:00am, attendees are allowed to fly in the day before, if desired.
 - Any deviation cost for personal excursions will not be covered.
 - The maximum allowable travel reimbursement is \$700.00 per attendee.
 - Reimbursement will be made after the travel is completed.
 - If the attendee does not currently have a DOE supplier number, HCNP will set up a supplier number in DOE's Aukahi Financial Management System.
 - Attendee will need to provide HCNP their social security number and a copy of their driver's license.
 - After the travel is completed, attendee will provide their receipts to HCNP.
 - HCNP will complete a *DOE Form 440 Statement of Inter/Intra-Island Travel Completed and Claim for Allowable Travel Expenses*.
 - Attendee will sign the Form 440 and return to HCNP.
 - HCNP will process the travel reimbursement in DOE's Aukahi Financial Management System. Please note that it may take DOE's Vendor Payment department a few weeks to cut the check.
 - HCNP will mail the reimbursement check to the attendee.

If you have any questions regarding the travel reimbursement, please email Kyle Sawai, HCNP Accountant, at kyle.sawai@k12.hi.us.