

## **TRAVEL REIMBURSEMENT FOR NEIGHBOR ISLAND ATTENDEES DOE EMPLOYEES**

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 and save their receipts. **All applicable Hawaii Department of Education Travel Guidelines must be followed.**

Neighbor island attendees who will be requesting travel reimbursement are encouraged to email Kyle Sawai, HCNP Accountant, at [kyle.sawai@k12.hi.us](mailto:kyle.sawai@k12.hi.us) before making any travel arrangements to ensure all of your travel expenses are reimbursable.

- If the attendee does not currently have a DOE supplier number, one will need to be created in DOE's Aukahi Financial Management System.
  - If attendee is a DOE employee, please have your school create a supplier number for you using the DOE Form AFMS-T1 as soon as possible.

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

- **Airfare** (must provide boarding passes & E-Ticket Receipt)
- **Hotel** (attendee must get 3 quotes and complete a DOE Form 437B, signed by their Administrator prior to making reservations; must provide Hotel Folio receipt showing number of guests and a zero balance; hotel reservations must be under the attendee's name.)
- **Airport parking fees** (receipt must show date and in/out times)
- **Hotel parking fees** (receipt must show dates)
- **Ground transportation:** taxi/Uber/bus (must provide receipts. Tips are not reimbursable). **Rental car is NOT allowed.** If you get a rental car, it will NOT be reimbursed.
- **Per diem** (maximum 3.00 days)

This institution is an equal opportunity provider.

- Since the training session starts at 7:00 AM, attendees are allowed to fly in the day before, if desired (no earlier than ½ day before). This means the flight must depart your home airport after 12:01 PM. If you select an earlier flight, it will be considered personal time and you will not receive per diem for that time.
- The training session ends at 4:00 PM. Attendees are encouraged to fly out the same evening, however they may fly out the following morning (no later than ½ day after). This means the flight must arrive at your home airport before 12:00 NOON. If you select a later flight, it will be considered personal time and your per diem will end at 4:00 PM when the training session is over.
- Personal travel before/after the training sessions are strongly discouraged. Any deviation cost for personal excursions will not be covered. Traveling with family members or friends is strongly discouraged. Only travel costs that relate to the official traveler shall be allowed. All travel costs incurred by other members of the travel party will not be covered. Any excess lodging claimed by the official traveler shall be determined on the basis of the room costs divided by the number of persons occupying the room.
- Travel reimbursement will be based on the actual allowable travel expenses, not to exceed \$700.00 per attendee. **The lowest cost airfare, hotel, and transportation should be selected.** Prudence should be exercised in the costs incurred and exorbitant claims will not be allowed.
- Reimbursement will be made after the travel is completed. **All documents must be submitted to HCNP within 5 days after travel has been completed.**
- 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.
- **Failure to follow all DOE Travel Guidelines and the guidelines listed above may result in the travel reimbursement being rejected.**

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

I understand and agree to follow all of the Travel Reimbursement guidelines listed above as well as all DOE Travel Guidelines. Failure to follow all guidelines may result in my travel reimbursement being rejected.

Print Name of Attendee: \_\_\_\_\_

Signature of Attendee: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DOE Supplier Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Social Security # (last 4 digits): \_\_\_\_\_

Bargaining Unit # \_\_\_\_\_

Payroll # \_\_\_\_\_