July 1, 2011

MEMORANDUM

To: College of Education Faculty and Staff

From: Christine Sorensen, Dean

Re: Faculty/Staff Travel

This memorandum is to clarify existing University of Hawaii policies, federal regulations, and applicable collective bargaining agreement language governing the expectations for any work-related travel and for personal leave during the duty period.

Regardless of funding sources (including cases in which no University or external funds are used), travel request forms are required for all travel on official University business or when claiming work time while on travel status. Access to the travel instructions and forms can be found at http://www.hawaii.edu/etravel/.

Faculty and staff members are expected to comply with University travel policies as articulated in the administrative procedures (http://www.hawaii.edu/svpa/apm/disb/a8851.pdf) and by the relevant collective bargaining unit contract (UHPA - uhpa.org; HGEA - https://www.hgea.org/docs/BU/Unit08%202007-2009%20Agreement.pdf)

When work time is claimed while on travel status, a brief description of the business purpose of the travel and/or a summary of work-related activities to be conducted should be included on the travel request. It is not required that daily or hourly work be reported, however, if some days are work and others are personal leave, the personal leave days should be clearly defined. All days should be accounted for as either work or personal time.

When travel is approved for attending a conference, workshop, etc., there is no need to provide descriptions of work done on the days of the conference, workshop, etc. However, if additional days beyond the approved conference, workshop, etc. days are claimed for off-site work, a brief justification should be addressed to the dean that includes a summary of work activities and submitted with the Travel Request.
Personal leave taken in conjunction with official travel requires the filing of both a travel request form and a personal leave request. Compliance with University policies regarding leave time taken during the on-duty period is expected. See the relevant Collective Bargaining unit agreement.

When taking **personal leave during the on-duty period**, a personal leave memorandum or leave form (UH Form 1 - [http://www.hawaii.edu/ohr/docs/forms/form1.htm](http://www.hawaii.edu/ohr/docs/forms/form1.htm)) as appropriate to the employee classification should be submitted along with the travel request to the supervisor for approval. Faculty and HGEA employees who accrue vacation time should complete a leave form for any personal leave during their duty period.

For Instructional position employees (I) who do not accrue vacation time, if personal leave is taken during the on-duty period, a brief memorandum should be addressed to the dean (via the chair/supervisor) with the requested leave dates and dates when this time will be made up as well as specifying who will be covering your duties (as appropriate) while you are away. The memorandum also should indicate what duties, responsibilities, activities, and/or projects will be conducted during the make-up period.

Please note that for faculty/staff with salary paid fully or partially by extramural funds, including federal contracts and grants, all work performed while on university travel status must be in compliance with the terms and conditions of the award/agreement and in compliance with any specific policies or guidelines of the funding agencies and programs (i.e. ARRA), regardless of the funding source of the travel (including cases in which no University or external funds are used). All travel costs must be allowable by the contract/grant if the travel costs are paid by the project. In addition, per OMB A-110.25 *Revision of budget and program plans*, for nonconstruction awards, prior approvals from Federal awarding agencies must be requested for an absence of more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

Per ORS, when audited by federal agencies in the past, the funding agencies have requested additional travel documentation beyond what is generally required by the university. Hence it is a good practice to document as appropriate while on university travel status for your own records even when this is not required by the college or university.

The College will accept more detailed information than the College requires if the faculty/staff member wishes to have such information kept with the college files for potential audit use.

If you have questions about travel and/or personal leave, please see your fiscal officer.