	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>JUN 24 2008</b>	<b>POLICY NO.:</b> <b>ADM.02.03</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>DOC.01.24 1/24/89</b>	
<b>SUBJECT:</b> <b>TRAVEL REQUESTS/REIMBURSEMENTS</b>		<b>Page 1 of 9</b>	

## 1.0 PURPOSE

To establish guidelines governing all official travel by Department employees, and to establish procedures for the processing and reporting of official travel for the Department.

## 2.0 REFERENCES AND DEFINITIONS

### .1 REFERENCES

- a. Hawaii Revised Statutes (HRS), §40, Audit and Accounting.
- b. (HRS), §89, Collective Bargaining in Public Employment.
- c. State of Hawaii Comptroller's Memorandum dated June 6, 1981, Subject: Travel Rules and Regulations.

### .2 DEFINITIONS

- a. Travel Status - The period when an employee or representative is traveling on official business to and from a place(s) other than his regular place of official business on his home island, and when an employee or representative of the Department is transacting official business. Travel status begins with departure of common carriers from the island on which the employee has his place of business and terminates upon his return to that island.
- b. Allowable Travel Time - The time allowed to travel by the most direct route to and from the points specified in the approved travel plan or request, plus the time it takes to conduct the required official business at the place(s) being visited.
- c. Per Diem Allowances - A specific allowance (per day) given to an employee to cover the personal expenditures of a traveler, such as: meals, lodging, laundry, tips, and other necessary expenditures incidental to travel.

## 3.0 POLICY

All requests for travel on official Department business shall be evaluated as to the need for travel and sufficiency of funds. There shall be no reimbursement on

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advances for travel expenses without proper authorization.

Wherever there is a conflict between this policy and procedure and the provisions of a collective bargaining agreement in effect, the provisions of the collective bargaining agreement takes precedence. Excluded employees under HRS, §89, shall receive the same application of such provisions as employees included in the bargaining unit.

#### **4.0 PROCEDURES**

The following represents general guidelines. For detailed procedures, reference attachment.

##### **.1 TRAVEL APPROVAL**

###### **a. Out-of State**

1. The Director's prior approval is required in writing for the purpose of out-of-state travel by any employee, an authorized representative of the Department, or an agency of the Department. This requirement includes approval of the travel plan/itinerary, dates and times of travel, any delays in travel, and vacation or leave without pay taken in conjunction with the trip.
2. The Director's written approval is also required when amendments occur (after out-of-state travel has been approved) in the itinerary, dates, or purposes of the travel. Prior written approval is required before the trip is taken.

###### **b. Inter-Island**

1. The appropriate Deputy Director, Division Administrators, and others authorized by the Director shall approve the written inter-island travel request prior to the conduct of official business. This approval includes the approval of the travel itinerary, dates and times of travel, any delays in travel, vacation or leave without pay during the trip.
2. Amendments to a previously approved inter-island travel request, itinerary, dates, or purpose of the travel require (an additional) prior written approval before trip is taken.

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3. Verbal approvals may be given only in emergency situations. In this case, the written travel request should be submitted within five (5) working days.

## .2 OUT-OF-STATE TRAVEL

- a. Official out-of-state travel shall be conducted, whenever practicable, within the normal work week. During after duty hours, travel may originate and terminate from one's home, and during working hours, from one's place of business.
- b. Out-of-state trans-ocean travel by surface transportation is not allowed.
- c. Travel by train, bus, or private vehicle shall be allowed only when travel by air is not available or is inappropriate.
- d. Out-of-state air transportation costs shall include costs of meal(s) as appropriate.
- e. In addition to transportation costs, travel time and per diem costs shall be used in determining the most economical means of effecting the travel with due regard for the traveler's welfare and safety.
- f. If out-of-state travel is for "out-service training," appropriate Department policy and procedure relating to training and staff development shall comply.

## .3 INTER-ISLAND TRAVEL

- a. Inter-island travel shall be conducted during the normal work week whenever practicable. During after duty hours, travel may originate and terminate from one's home, and during working hours, from one's place of business.
- b. Mode of transportation for inter-island travel shall consider transportation costs, travel time, and per diem costs in determining the most economical means.
- c. If inter-island travel is for "out-service training," appropriate Department policy and procedure relating to training and staff development shall apply.

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#### .4 TRAVEL ALLOWANCES

##### a. Per Diem

1. Every effort shall be made to arrange complete travel itinerary well in advance to avoid delays at transfer points. Per diem for time lost due to improper travel arrangements may be disallowed.
2. The amount of per diem allowance for out-of-state travel is \$145 or as prescribed by collective bargaining agreement or statute. A per diem rate of not more than \$145 or as prescribed can be allowed if approved in advance.
3. The amount of per diem allowance for inter-island travel is \$90 or as prescribed by collective bargaining agreement or statute. Allowance is computed as follows:
  - a) Inter-island travel requiring overnight lay over for completion of official business is allowed \$90 per diem per day or an amount prescribed by collective bargaining agreement or statute. This rate shall apply uniformly and equitably to all inter-island travelers. A per diem rate of not more than \$90 or as prescribed can be allowed if approved in advance.
  - b) If State-owned facilities are utilized for overnight accommodations, per diem shall be paid on the basis of actual payments made for meals and lodging to the State-owned facility.
  - c) When State-owned facilities are used, but no payments are made, a notation that State-owned facilities were used and no payments were made shall be indicated under Item 2 of the Statement of Expenditure Form, DOC 1911.
4. In computing the per diem allowance for overnight travel, the calendar day (from midnight to midnight) shall be the unit for a day. For fractional parts of the day included at the beginning or end of continuous travel, one quarter of the rate for a calendar day shall be allowed for each period of six (6) hours or a fraction thereof.
5. Normally, no per diem shall be allowed while on an assignment on the same island of one's official place of business.

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b. Transportation Allowances

1. When vacation of leave without pay is authorized and added at the beginning or end of official travel, and the traveler is not going directly to the place of official business, the allowance for that transportation shall be computed as if transportation by the most direct route to the place of official business was taken.
2. Travel time in excess of allowable travel time may be required by the Comptroller to be charged to vacation or leave without pay if it occurs other than on a weekend or holiday. However, if the traveler is held over due to official business, a request justifying the change in itinerary (travel plan) shall be submitted for approval in accordance with paragraph 4.1.a.2 or 4.1.b.2, or shall be processed according to appropriate bargaining unit agreement in the event overtime pay, or compensatory time is involved.
3. Taxi fare to and from transportation terminals for official travel shall be allowed only when buses and limousines are not available or accessible, when government transportation cannot be economically obtained, and when private automobiles on a mileage basis cannot reasonably be used. Taxis and private automobiles used on a mileage basis shall be shared by travelers whenever possible.

c. Taxes, Fees, and Commissions on Transportation

No separate agency fees or commissions of any kind levied against the State shall be allowed.

d. Miscellaneous Travel Expenditures

Other necessary and reasonable expenditures incurred during travel in connection with official business may be claimed for reimbursement. The following types of expenses may be allowed provided they are properly justified and certified to be true\* and are supported by receipts in those cases where receipts are issued in the normal course of business:

1. Car rentals when it is impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point to be visited. Approval for car rental must be obtained in advance.

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2. Parking fees.
3. Registration fees.
4. Telephone calls and fees including radiograms.
5. Secretarial fees.
6. Baggage transfers (not to include tips for portorage).
7. Currency exchange fees or cost of traveler's checks for out-of-state travel to the extent that the currency checks do not exceed the amount of per diem and allowable expenses.
8. Passport and visa fees, including cost of photograph, certificates of birth, health, and identify, and necessary affidavits.
9. Inoculation fees which cannot be obtained through State facilities.
10. Any other related business expenses.

\*If receipts are not available, submit a signed statement for allowable expenses.

e. Advances for Travel

1. Cash needed for travel expenses, including per diem allowances and reimbursable expenditures, may be requested as a cash advance. Advances shall be limited to the costs itemized on the approved travel plan or request plus other determined anticipated expenses. However, when out-service training is involved, advances shall be limited to the costs itemized on the Out-Service Training Request Form, DPS T&S 411, as approved by the Department of Personnel Services (DPS).
2. One full day's per diem is established as the minimum amount allowable for advancement and any lesser amount will not be considered.
3. Settlement of the advance shall be made upon completion of the travel. A statement of travel expenditures must be submitted to the Fiscal Office within 15 calendar days after return from trip.

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f. Reimbursement for Travel Expenditures

1. When out-of-state travel by train, bus, or private automobile is authorized and air transportation is available and feasible, cost of transportation shall be reimbursed to the extent of the total cost by air transportation by the most direct route, including per diem necessitated by such air transportation as if that method of transportation had been used.
2. When authorized, mileage reimbursement is allowed for use of privately owned vehicle for transportation from place to place as required in the performance of official duties, including transportation to and from transportation terminals in conjunction with official travel, including parking fees incurred in connection with such travel.
3. Other necessary and reasonable expenditures incurred during official travel may be claimed for reimbursement (see paragraph d above.)

g. State Comptroller's Rulings

1. The Comptroller may waive any part of these policies as is necessary and proper to prevent undue hardship for the employee and to protect the State against substantial injury to its interest and may determine the amount of reasonable and necessary allowance in each case.
2. Each waiver by the Comptroller shall be by written memorandum, one copy of which shall be promptly forwarded to the Governor by him.

h. Trip Report

1. Out-of-state travel: Upon returning, a narrative trip report shall be submitted to the Director within ten (10) working days after returning to one's place of official business. The report should begin with a brief summary entitled: "Implications for Program Improvement for the State of Hawaii." The report should stress fulfillment of the trip's purpose or objective(s), and should clearly indicate what was gained that will be of direct value to the Department and State. If the trip was sponsored by an agency other than the Department, the completed trip report shall be approved by the Director prior to being submitted to the sponsoring agency. An information copy of such trip reports shall be provided to the Director and the Director of Budget and Finance (B&F).

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2. Inter-island travel: Upon returning to work, a brief summary on what was accomplished and what actions need to be taken by any office(s) within the Department or resolve problem areas or to effect improvements shall be submitted to one's administrator within five (5) working days. Administrators will determine further distribution of the report as appropriate. If the trip is strictly for the purpose of conducting training or attending a workshop or training session, a report is not required.
3. An information copy of each trip report shall be provided to the Training and Staff Development Center (TSD) who shall maintain a trip report file. A copy of each report should be provided to other interested offices as appropriate.

**5.0 RESPONSIBILITIES**

Each Division Administrator or his authorized representative shall determine the need for the travel, review the validity of each travel request, insure sufficiency of funds, and oversee the implementation of this policy within their area of responsibility.


**6.0 SCOPE**

This policy and procedure is applicable to all employees and representatives (persons acting on official business for the Department) of the Department.

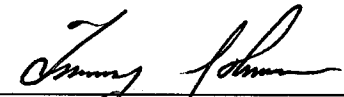


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APPROVAL RECOMMENDED:

  
 Deputy Director for Administration

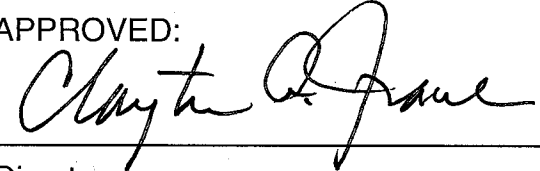
6/6/08  
 Date

  
 Deputy Director for Corrections

6/18/08  
 Date

  
 Deputy Director for Law Enforcement

6-19-08  
 Date

APPROVED:  
  
 Director

6/19/08  
 Date

TRAVEL REQUEST & REIMBURSEMENT  
PROCEDURES

A. REQUEST FOR TRAVEL

a. Out-of-State Travel

Responsible Office/Individual

Action

Requester

1. Prepares request using Inter-Office Memorandum, and in five (5) copies [original and one copy for Department Fiscal Office (FIS), one copy for Division Administrator (DA), one copy for Training and Staff Development Center (TSD) files, and one copy for requester's pending file.]
2. Uses sample as shown in Appendix A in preparing the memo. Includes information as to the person or persons traveling, the duration of the official trip plus any leave, vacation, weekend, delays, etc., the purpose, and justification, the cost and means of financing, the trip itinerary, and a listing of prior out-of-state trips.
3. If an agency, other than the Department, is sponsoring the trip, attaches a copy of the communication requesting the attendance of the requester.
4. Submits completed request to Director via DA and Deputy Director for approval.

Division Administrator  
(See Section 5.0)

1. Reviews request and validates requirement for trip and source(s) of funding, and verifies availability of funds.
2. Recommends approval/disapproval and submits request to Director via Deputy Director.
3. Notifies requester when Director's approval is obtained and returns original to requester to finalize travel arrangements.

Requester

1. When notified of Director's approval, proceeds to finalize travel arrangements.
2. Submits any changes to itinerary or travel plan to Director for approval through DA and Deputy Director (see paragraph 4.1.a.2). Prepares same number of copies as original request and processes accordingly.

b. Out-of-State Travel Involving Out-Service Training

Responsible Office/Individual

Action

Requester

1. If out-service training meets definition in Department policy and procedure on Training and Development, prepares six (6) copies of the Inter-Office Memorandum and the Out-Service Training Request Form, DPS T&S 411, reference Appendix B (original and one copy for FIS, two copies for TSD, one copy for DA, and one copy for requester's pending file.) Also prepares five (5) copies of the training program brochure/agenda (one copy for FIS, two copies for TSD, one copy for DA, and one copy for requester's pending file.)
2. Uses sample as shown in Appendix C in preparing the memo.
3. Submits entire out-service training request with out-of-state travel request to Director through TSD and Deputy Director.

Division Administrator

1. Reviews request and validates requirement for trip and training, source(s) of funding, and verifies availability of funds.
2. Recommends: approval/disapproval and submits request to Director via TSD and Deputy Director.

Training and Staff Development

1. Reviews request insuring that training request is properly prepared and is in accordance with current DPS policies and procedures.

2. Upon completion of review, forwards request with any comments/recommendation for Director via Deputy Director.
3. When Director's approval is obtained, forwards request to DPS for approval.
4. Notifies requester when DPS approval is obtained and returns original to requester via DA to finalize travel arrangements.

Requester

1. When notified of DPS approval, proceeds to finalize travel arrangements.
2. Submits any changes to itinerary or travel plan to Director for approval through DA, TSD, and Deputy Director (see paragraph 4.1.a.2). Prepares same number of copies as original request and processes accordingly.

c. Inter-Island Travel (For Division Administrators/Director's Management Staff)

Responsible Office/Individual

Action

Requester

1. Prepares request using Inter-Office Memorandum in four (4) copies (original and one copy for FIS, one copy for TSD, and one copy for requester's pending file.)
2. Uses sample as shown in Appendix D in preparing the memo.
3. Submits request to Deputy Director for approval.
4. Requests assistance of Fiscal Office if there are any questions, problem areas or matters of policy that need to be clarified or resolved prior to preparing the travel request.

Deputy Director

1. Approves or disapproves each request.
2. If approved, signs request and returns original to requester.

Requester

1. When notified of approval, proceeds to finalize travel arrangements.
2. Submits any changes in itinerary/travel plan to Deputy Director for approval (see paragraph 4.1.b.2). Prepares same number of copies as original request and processes accordingly.

d. Inter-Island Travel (For Divisional Subordinate Staff)

Responsible Office/Individual

Action

Requester

1. Prepares request using Inter-Office Memorandum in five (5) copies (original and one copy for FIS, one copy for DA, one copy for TSD, and one copy for requester's pending file.)
2. Uses sample as shown in Appendix E in preparing the memo.
3. Submits request to Division/Branch Administrator for approval.
4. Requests assistance of Fiscal Office if there are any questions, problem areas or matters of policy that need to be clarified or resolved prior to preparing the travel request.

Division/Branch Administrator

1. Reviews request for proper justification and availability of funds.
2. Approves or disapproves each request.
3. If approved, signs request and returns original to requester.

Requester

1. When notified of approval, proceeds to finalize travel arrangements.
2. Submits any changes in itinerary/travel plan to Division/Branch Administrator for approval (see paragraph 4.1.b.2). Prepares same number of copies as original request and processes accordingly.

e. Inter-Island Travel Involving Out-Service Training  
(For Division Administrators/Director's Management Staff)

Responsible Office/Individual

Action

Requester

1. If out-service training meets definition in Department policy and procedure on Training and Development, prepares travel request using Inter-Office Memorandum in five (5) copies (original and one copy for FIS, two copies for TSD, one copy for requester's pending file.)
2. Also prepares five (5) copies of the Out-Service Training Request Form, DPS T&S 411 (same distribution as above) and three (3) copies of the training brochure/agenda (two copies for TSD, and one copy for requester's pending file.)
3. Uses sample as shown in Appendix F in preparing the memo.
3. Submits request to TSD.

Training and Staff Development

1. Reviews and processes request for Deputy Director and DPS approval.
2. Notifies requester when DPS approval is obtained and returns original to requester to finalize travel arrangements.

Requester

1. When notified of DPS approval, proceeds to finalize travel arrangements.
2. Submits any changes/amendments to itinerary/travel plan to Deputy Director via TSD for approval (see paragraph 4.1.a.2). Prepares same number of copies as original request and processes accordingly.

f. Inter-Island Travel Involving Out-Service and In-Service Training  
(For Divisional Subordinate Staff)

Responsible Office/Individual

Action

Requester

1. If out-service training meets definition in Department policy and procedure on Training and Development, prepares travel request using Inter-Office Memorandum in six (6) copies (original and one copy for FIS, two copies for TSD, one copy for DA, and one copy for requester's pending file.)
2. Also prepares six (6) copies of the Out-Service Training Request Form, DPS T&S 411, (same distribution as above), and four (4) copies of the training program brochure/agenda (two copies for TSD, one copy for DA, and one copy for requester's pending file.)
3. Uses sample as shown in Appendix G in preparing the memo.
4. Submits completed request to Division/Branch Administrator for approval and signature.

Division/Branch Administrator

1. Reviews request for proper justification and availability of funds. Approves/disapproves each request.
2. If approved, signs the request and forwards all copies to TSD.

Training and Staff Development

1. Reviews and processes request for DPS approval.
2. Notifies requester when DPS approval is obtained and returns original to requester via DA to finalize travel arrangements.

Requester

1. When notified of DPS approval, proceeds to finalize travel arrangements.
2. Submits any changes/amendments to itinerary/travel plan to TSD via DA for approval (see paragraph 4.1.a.2). Prepares same number of copies as original request and processes accordingly.

## **B. COMPLETING TRAVEL ARRANGEMENTS**

Responsible Office/Individual

Action

Requester

1. Upon receiving final approval, finalizes travel arrangements:
  - a) Makes transportation arrangements.
  - b) Completes purchase order using State Accounting Form C-03 for purchase of transportation tickets (refer to current Department policies and procedures for purchasing.)
  - c) Notifies organization(s) to be visited of trip itinerary, arrival and departure of information, purpose of visit, and person(s) to be visited.
  - d) Makes hotel reservations if required.
  - e) Arranges for car rental or for transportation from airport to place of business.
2. Seeks Fiscal Office's assistance in matters concerning travel policies and procedures as required.

C. REQUESTING ADVANCE TRAVEL ALLOWANCES

Responsible Office/Individual

Action

Requester

1. Submits request to Fiscal Office, no later than eight (8) working days prior to departure, for advances of per diem allowances and other anticipated expenses on State Accounting Form C-03. The following information shall be provided:
  - a) date and time of departure and return;
  - b) place(s) to be visited; and
  - c) computed rate of per diem for trip including anticipated expenses.



2. In completing the above, see Appendix H for guidance.
3. Attaches original and one copy of the approved travel request. If any changes have been requested to itinerary or travel plan, attaches two (2) copies of the approved request.
4. If out-service training is involved, also submits original and one copy of the DPS approved Out-Service Training Request Form, DPS T&S 411.
5. Upon returning to place of official business, reports within five (5) working days to Fiscal Office the following:
  - a) Actual travel expenses incurred (see Appendix I.)
  - b) Statement of completed travel - uses applicable form as described in Appendix J and prepares in three (3) copies.
  - c) Attaches details supporting any expenditures and related receipts that may be required for full disclosure. Date and sign this attachment.

**D. REIMBURSEMENT FOR TRAVEL COMPLETED**

Responsible Office/Individual

Action

Traveler

1. Within five (5) working days after returning, reports by submitting three (3) copies of travel expenditures incurred and not advanced prior to traveling on DOC Form 1911, Statement of Expenditures, to Fiscal Office (see Appendix I.)
2. If additional payments are to be claimed for under-advanced amounts, prepares purchase order (SAF C-03) for the amount due and for payment to individual (see Appendix H.) Also attaches applicable Statement of Completed Travel in three (3) copies (see Appendix J)

along with details supporting any expenditure and related receipts or signed statements that may be required for full disclosure.

E. DEVIATIONS FROM APPROVED TRAVEL PLAN DURING TRAVEL

<u>Responsible Office/Individual</u>	<u>Action</u>
Traveler	<ol style="list-style-type: none"><li>1. Prepares Inter-Office Memorandum explaining and justifying any deviations from itinerary or travel plan; i.e., training was extended, conference dates extended, encountered transportation problems beyond traveler's control to solve, etc. Include source(s) of funding for additional expenditure.</li><li>2. Submits memorandum through Division/Branch Administrator and Deputy Director to Director for approval if out-of-state travel is involved. If for inter-island travel, submit to Division/Branch Administrator or Deputy Director for approval.</li></ol>
Division/Branch Administrator	<ol style="list-style-type: none"><li>1. Review explanation and justification of any deviations from approved itinerary or travel plan for out-of-state travel. Provide comments/recommendations and forward to Director via Deputy Director.</li><li>2. Review and approve/disapprove additional expenditure of funds for inter-island travel due to deviations from approved itinerary or travel plan. Return Inter-Office Memorandum to requester with approval/disapproval.</li></ol>
Training and Staff Development	<ol style="list-style-type: none"><li>1. If out-of-state travel/training involved, reviews explanation and justification for deviation from approved itinerary or travel plan.</li></ol>
Requester	<ol style="list-style-type: none"><li>1. Prepares purchase order including additional expenditures for reimbursement and attaches three (3) copies of the approved Inter-Office Memorandum with the claim.</li></ol>

2. Provides TSD a copy of the Inter-Office Memorandum if out-service training was involved.
3. Submits all completed forms required for reimbursement, as prescribed to Fiscal Office.

F. REIMBURSEMENT FOR MILEAGE TO/FROM AIRPORT

Responsible Office/Individual

Action

Traveler

1. When use of private automobile is planned between home and the transportation terminal, include this information along with need for airport parking in travel request. If trip is approved, reflect expenditures and actual mileage of auto as line items when completing Statement of Travel Completed (see Appendix D) after returning from trip.

(Date)

TO: Director

THROUGH: Deputy Director for \_\_\_\_\_  
(Division Administrator)

FROM: (Requesting Organization)

SUBJECT: PROPOSED OUT-OF-STATE TRAVEL

Person(s) Traveling:

Purpose of Trip:

Duration of Trip:

Vacation days, if any:

Date Return to Work:

Cost of Trip:

Source of Funds:

Prior Official Mainland  
Trips by Person(s)  
Traveling:

Itinerary:

Director  
(Date)  
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Justification:

Included in approved Travel Program for Fiscal Year: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Requesting Organization)

Recommend Approval/Disapproval:

\_\_\_\_\_  
(Division Administrator)                      \_\_\_\_\_  
Date

Recommend Approval/Disapproval:

\_\_\_\_\_  
Deputy Director for \_\_\_\_\_                      \_\_\_\_\_  
Date

APPROVED/DISAPPROVED:

\_\_\_\_\_  
Director    \_\_\_\_\_  
Date

Attachment

- c: FIS
- DA
- TSD

Inter-Office  
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

APPENDIX B

No. \_\_\_\_\_

Suspense: \_\_\_\_\_

(Date)

TO: Director

THROUGH: Deputy Director for \_\_\_\_\_  
(Division Administrator)  
Training and Staff Development

FROM: (Requesting Organization)

SUBJECT: PROPOSED OUT-OF-STATE TRAVEL/TRAINING  
(Attach Out-Service Training Request)

Person(s) Traveling:

Purpose of Trip:

Duration of Trip:

Vacation days, if any:

Date Return to Work:

Cost of Trip:

Source of Funds:

Prior Official Mainland  
Trips by Person(s)  
Traveling:

Itinerary:

Director  
 (Date)  
 Page 2

Justification:

Included in approved Travel Program for Fiscal Year: Yes \_\_\_\_\_ No \_\_\_\_\_

---

(Requesting Organization)

Recommend Approval/Disapproval:

---

(Division Administrator)

---

Date

Reviewed and Forwarded:

---

Training and Staff Development

---

Date

Recommend Approval/Disapproval:

---

Deputy Director for \_\_\_\_\_

---

Date

APPROVED/DISAPPROVED:

---

Director

---

Date

Attachment

- c: FIS
- DA
- TSD (2)

(Date)

TO: Deputy Director for \_\_\_\_\_  
FROM: (DA/Director's Management Staff)  
SUBJECT: REQUEST FOR INTER-ISLAND TRAVEL

Person(s) Traveling:

Destination:

Purpose of Trip:

Duration of Trip:

Itinerary:

\_\_\_\_\_  
(DA/Director's Supervisory Management Staff)

APPROVED/DISAPPROVED:

\_\_\_\_\_  
Deputy Director for \_\_\_\_\_

\_\_\_\_\_  
Date

Attachment

c: FIS  
TSD



Inter-Office  
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

APPENDIX D

No. \_\_\_\_\_

Suspense: \_\_\_\_\_

(Date)

TO: (Division Administrator)  
FROM: (Divisional Subordinate Staff)  
SUBJECT: REQUEST FOR INTER-ISLAND TRAVEL

Person(s) Traveling:

Destination:

Purpose of Trip:

Duration of Trip:

Itinerary:

---

(Divisional Subordinate Staff)

APPROVED/DISAPPROVED:

---

(Division Administrator)

---

Date

Attachment

c: FIS  
TSD

(Date)

TO: Deputy Director for \_\_\_\_\_

THROUGH: Training and Staff Development

FROM: (DA/Director's Management Staff)

SUBJECT: REQUEST FOR INTER-ISLAND TRAVEL/TRAINING  
(Attach Out-Service Training Request)

Person(s) Traveling:

Destination:

Purpose of Trip:

Duration of Trip:

Itinerary:

\_\_\_\_\_  
(DA/Director's Supervisory Management Staff)

Reviewed and Forwarded:

\_\_\_\_\_  
Training and Staff Development Date

Recommend Approval/Disapproval:

\_\_\_\_\_  
Deputy Director for \_\_\_\_\_ Date

Attachment

c: FIS  
TSD (2)

DEPARTMENT OF PUBLIC SAFETY

(Date)

TO: (Division Administrator)  
FROM: (Divisional Subordinate Staff)  
SUBJECT: REQUEST FOR INTER-ISLAND TRAVEL/TRAINING  
(Attach Out-Service Training Request)

Person(s) Traveling:

Destination:

Purpose of Trip:

Duration of Trip:

Itinerary:

---

(Divisional Subordinate Staff)

APPROVED/DISAPPROVED:

---

(Division Administrator)

---

Date

Attachment

c: FIS  
TSD (2)