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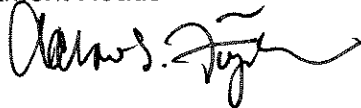
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May 24, 2007

PROCUREMENT CIRCULAR 2007-03

TO: Executive Department Heads
FROM: Aaron S. Fujioka 
SUBJECT: Intra-State and Out-of-State TRAVEL PROCEDURES

Widespread internet accessibility has dramatically changed the way travel arrangements are made. Travelers are able to comparison shop instantly from a variety of providers through on-line travel agencies or directly with a merchant.

The travel contract, SPO Price List No. 05-23 effective to May 31, 2007, will not be extended beyond the current term. In lieu of a travel contract, attached are travel procedures for out-of-state and intra-state travel, including travel worksheets to assist staff in preparation for submission of the *Travel Approval Form* (TAF), SPO Form-30.

These procedures allows agencies the latitude and control that best fit their program's mission and budget. Employees have the responsibility to utilize vendors that offer competitive pricing and good customer service.

The attachments are subject to change due to new bargaining union (BU) contractual provisions. At the time of the issuance of these procedures, the official BU provisions were not available.

The *Travel Approval Form*, SPO Form-30, and related worksheets are available on the SPO website, www.spo.hawaii.gov, under the "Quick Links" section, click on "Forms for State Agencies". To view the complete listing of all current Procurement Circulars at the SPO homepage, click on "Procurement Circulars".

If you have any questions please call me at 587-4700, or your staff may call Bonnie Kahakui at 587-4702, or e-mail at bonnie.a.kahakui@hawaii.gov.

Attachments: SPO Form-30, *Travel Approval Form* (TAF) & Worksheets A,B,C,D

c: Chief Procurement Officers
Department of Education
C&C of Honolulu: HPD & Prosecuting Attorney