



NEIL ABERCROMBIE  
GOVERNOR

EXECUTIVE CHAMBERS  
HONOLULU

March 15, 2012

ADMINISTRATIVE DIRECTIVE NO. 12-02

TO: All Department Heads

SUBJECT: Travel and Per Diem

Discussion:

This Administrative Directive supersedes Administrative Directive No. 95-01, Travel and Per Diem, dated May 26, 1995. This Administrative Directive permits same day travel per diem for cabinet officials and excluded exempt employees appointed by cabinet officials.

Administrative Directive No. 95-01, was implemented in consideration of the dire fiscal condition for State government operations. Note that since the implementation of 95-01, collective bargaining agreements and associated employees have not been under the same restriction and therefore the extent of fiscal savings that have been derived from 95-01 – while meaningful – has been rendered less significant considering that the majority of these type expenses are attributable to a larger proportion of the workforce, namely, general employees.

The State's current financial situation is improving. There have been two significant economic down cycles since the implementation of 95-01. In light of the State's current improving financial and fiscal condition, and in the interest of maintaining a level of operational equity across all employees of the State of Hawaii, per diem for same day travel is re-instated for the duration of this directive.

Policy:

Effective April 1, 2012, per diem payments shall be authorized for same day travel for all cabinet officials and excluded exempt employees appointed by them.

Consistent with the current standing collective bargaining contract for state employees, per diem payments will be reinstated at the current compensation rate of \$20.00 per day.

NEIL ABERCROMBIE  
Governor, State of Hawai'i