



NEIL ABERCROMBIE
GOVERNOR

EXECUTIVE CHAMBERS
HONOLULU

June 28, 2013

EXECUTIVE MEMORANDUM

MEMO NO. 13-01

TO: All Department Heads

SUBJECT: Amendments to Budget Execution Policies

This memorandum amends specific policies and/or procedures as communicated in **Executive Memorandum (E.M.) No. 08-05, dated August 26, 2008, Amendments to E.M. No. 08-03, FY 09 Budget Execution Policies and Instructions and E.M. No. 11-01, Amendments to Budget Execution Policies, dated January 19, 2011.**

There are certain approval processes that are cumbersome and are no longer relevant to current operations and management philosophy. As such, please be advised that effective immediately, the following revisions to **E.M. No 08-05, Amendments to E.M. No. 08-03, FY 09 Budget Execution Policies and Instructions and E.M. No. 11-01, Amendments to Budget Execution Policies**, shall apply:

17. **Travel (amended).**

a. **Out-of-State (amended)**

The Governor's approval is required for any out-of state travel **for all Department Heads only**. Submit travel requests directly to the Office of the Governor (**amended**) for approval by Governor (COS on Governor's behalf and DCOS in absentia) with a minimum of 5 business days prior to travel.

All out-of-state business travel requires completion of a Statement of Completed Travel (department form w/ attached corresponding documents), which are due w/in 10 calendar days of your return from such state business related travel.

Approval for out-of-state travel for departmental personnel is delegated to department heads, subject to available funding, program necessity, and other applicable statewide travel policies.

While these policies and procedures for submission to Governor's Office are for Department Heads only, it is recommended that you institute these measures for your Deputies and department employees for consistency and uniformity across the board. If you are audited or receive a UIPA

inquiry, having the correct paperwork documented and filed will assist in compliance with the request and collection/compilation of the respective materials.

b. Designating an appointee for signature authorization in your absence

In compliance with §26-32, of Hawaii Revised Statutes (attached), all memos designating an appointee to be Acting Head of your Department in your absence must be approved by the Governor (COS on Governor's behalf and DCOS in absentia) prior to your departure on state business related travel and vacation. If you are sick and need to designate an appointee for signature authority for time sensitive materials that cannot wait until you return to the office, a same day memo may be filed.

Submit all acting designation authorization requests to Governor's Office for approval and route attention to Amy or Glenda. The original will be forwarded back to you for your records. In addition, Governor's Office will file your approved authorization with Lt. Governor's Office on your behalf.

While this process may seem cumbersome, every instance where documents may be signed by an appointee must be approved on an individual basis.

c. Leave of Absence Forms

Submit all Leave of Absence (LOA) paperwork to our office as soon as respective leave is scheduled. When absent due to illness, submit all LOA forms immediately upon your return.

Questions on the specific policies and procedures should be directed to Governor's COS Office.

NEIL ABERCROMBIE
Governor, State of Hawaii