

## EPISCOPAL DIOCESE OF HAWAI'I INTER-ISLAND TRAVEL

Our inter-island corporate travel will be with Hawaiian Airlines utilizing E-tickets and the services of Leanne Williams of Hawaiian Express Travel to make flight reservations. See below for contact information. Please note that the Diocese is NOT Leanne's only customer and the recent closing of Aloha Airlines has increased demands on her time.

We strongly advise that **not less than 30 days prior to the meeting or event** you notify Leanne **IN WRITING via email** to obtain a seat reservation with the lowest possible pricing and the broadest flexibility in scheduling. Contact in writing via email ensures no miscommunication of details on your itinerary. Please provide Leanne the following information when making your reservation:

1. Legal name as it appears on your photo identification
2. Date, time of travel, departure city to destination city
3. Purpose of travel
4. Hawaiian Airlines frequent flyer member number

Leanne will send your itinerary by return email. **Check to make sure all information is correct.** If not, let Leanne know right away. If you have not had a response by 15 days prior to meeting, call Leanne as there may be a problem with email. Upon arrival at the airport either show your itinerary or give your name, date, time of travel and flight number.

Missed flights and missed timing on changes will incur a No Show fee of \$50. Name, date, flight, destination changes and refunds are allowed for inter-island travel. Refunds must be done at least 24 hours prior to departure. Changes need to be made at least 24 hours prior to departure. If you need to make a change in your flight time or cancel your flight, call Hawaiian Airlines directly to notify them. **Then immediately inform Leanne of any cancelled flights.** No shows and changes made in less time than specified will incur a \$50 No Show fee that will be passed along to the passenger.

Change-of-flight reimbursements are allowed **only when changes are made by the Bishop, his staff and chairs of commissions.** Your request for reimbursement must be submitted within 30 days from date of travel, accompanied by the original documentation and filed with the reimbursement authorization form. Obtain the reimbursement authorization form at [www.episcopalhawaii.org](http://www.episcopalhawaii.org) or, if unable to access the site, call Nancy Minuth at the Office of the Bishop (808) 536-7776 extension 306.

All travel must be authorized by the Bishop's office. Leanne will be provided with the names of people authorized to travel for each meeting.

### **Travel Agent Information:**

Leanne Williams at Hawaiian Express Travel  
Toll free from neighbor islands: 1-800-601-9761  
Main phone: (808) 625-2853  
Cell phone: (808) 286-8831  
Email: Hwnexpress@aol.com