



THE EPISCOPAL CHURCH IN HAWAII

Peter Pereira, Diocesan Treasurer

May 12, 2021

TO: The Clergy and Lay Delegates of Convention and All Treasurers

FROM: Peter Pereira, Diocesan Treasurer

SUBJECT: **Annual Meeting Shared Travel Assessments**

Sharing the cost of travel to the Annual Meeting of the Convention is part of the basic principles of our Diocese and is required by our Constitution and Canons, specifically Canon 4, section 4.3.

In accordance with this Canon your share of the assessment is **\$0.00** for each lay delegate. **We have enough in our shared travel reserves to cover this year's inter-island air travel.** The attached list details the number of delegates and the assessment for each congregation.

This amount will cover the cost of round-trip airfare for canonically resident and domiciled clergy, licensed clergy-in-charge and lay delegates (not alternates) from Hawai'i, Kaua'i, Maui, and Moloka'i to Oahu. This allows us to share the burden of travel among all delegates equally.

The cost of shared travel for 2021 is as follows. **However, we have enough in reserves that no shared travel assessment will be billed for 2021:**

<u>ISLAND</u>	<u>CLERGY</u>	<u>LAY</u>	<u>FARES</u>	<u>TOTAL</u>
O'ahu	51	79	\$ -	\$ -
Hawai'i	8	20	\$ 170.00	\$ 4,760.00
Kaua'i	2	16	\$ 170.00	\$ 3,060.00
Maui	11	18	\$ 170.00	\$ 4,930.00
Moloka'i	1	3	\$ 170.00	\$ 680.00
	<u>73</u>	<u>136</u>		<u>\$ 13,430.00</u>

Note: The number of lay delegates is based on the number of communicants in good standing for each church as reported on the 2020 Annual Parochial Report Form.

INTER-ISLAND AIR TRAVEL PROCEDURES

All travel must be authorized by the Diocesan Support Center.

The Diocese's Travel Coordinator, Sharon Billingsley, will be provided with the names of people authorized to travel for each meeting. Please book flights in advance. Last minute booking is not recommended due to higher cost and availability of flights.

ONLY TRAVEL REQUESTS RECEIVED VIA E-MAIL WILL BE BOOKED.

E-mail: airtravel@episcopalhawaii.org (for *EMERGENCY* use only, Sharon's cell phone: 808-255-4245)

General Information:

The following information is **REQUIRED** to make your flight reservation.

1. Legal name as it appears on your photo identification (first, middle, last name)
2. Your date of birth
3. Your gender
4. Your phone number
5. Your e-mail address
6. Date, time of travel, departure city to destination city
7. Purpose of travel
8. Hawaiian Airlines frequent flyer member number, if applicable
9. Known Traveler Number, if applicable

You will receive a reservation confirmation code and itinerary by e-mail directly from Hawaiian Airlines. Please check to make sure all information is correct. If corrections are required, please notify Sharon via e-mail as soon as possible. If you have not had a response 15 days prior to your meeting date, please call Sharon as there may be a problem with e-mail. Upon arrival at the airport, either show your itinerary or give your name, date, time of travel and flight number.

If you need to make changes to your name, date, flight, or destination they must be made at least 4 hours prior to departure.

- a) **If the change is due to a schedule change by the Diocese**, contact Sharon to make the changes. You will not be charged for the change.
- b) **If the change is for any other reason** (personal reasons or because your church/organization makes a schedule change), notify Hawaiian Airlines Corporate Desk directly at 1-800-578-5722 (Mon-Sun 4AM-7PM HST). If the flight you are changing to has a higher fare than the fare on your confirmation, you will need to pay the difference at the time you make the change.

If you need to cancel your flight, please notify Sharon immediately via e-mail (airtravel@episcopalhawaii.org) AND send a text message to her at 808-255-4245. **DO NOT** call Hawaiian Airlines directly. Missed flights, missed timing on changes, and No Shows will incur a \$50 fee that will be paid by you.