



THE EPISCOPAL CHURCH IN HAWAII  
RAE COSTA, OPERATIONS MANAGER

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May 10, 2023

TO: The Clergy and Lay Delegates of Convention & All Treasurers  
FROM: Rae Costa, Operations Manager  
RE: **Annual Meeting Shared Travel Assessments**

**Booking your airfare:** The Diocese of Hawai'i funds airfare to the Annual Meeting of the Convention. It must be booked through the Diocesan Travel Coordinator, Sharon Billingsley. She will be provided with the names of delegates authorized to travel to the Convention. Please request your flights in advance as soon as possible to take advantage of lower fares and to ensure that flights are available.

You may request your flights by either email or the online form provided.

Email: [airtravel@episcopalhawaii.org](mailto:airtravel@episcopalhawaii.org)

Online form: <https://episcopalhawaii.jotform.com/222596244873162>

Please provide the following information in your request to Sharon, as it is all required for the flight reservation:

1. Legal name as it appears on your photo identification (first, middle, last name)
2. Date of birth
3. Gender
4. Your phone number
5. Your email address
6. Date and time of travel, departure city to destination city
7. Purpose of travel
8. Hawaiian Airlines frequent flyer 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 within 15 days of submitting your request, please call Sharon (808-255-4245) 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 a flight 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.

**At the airport:** When you get to the airport the day of your travel, either show your itinerary or give your personal and flight information. You may check in online for your flight 24 hours ahead of the flight time.

### **Shared Travel Assessments**

Sharing the cost of travel to the Annual Meeting of the Convention is one of the principles of our Diocese. In fact, it is specifically required by our Constitution and Canon 4, section 4.3. Each church’s shared travel assessment can be found in the Share Travel Assessment document on the Convention webpage.

This year, there is enough money in the Shared Travel Reserves to cover most of 2023’s interisland travel cost.

**What will be covered?** The covered cost is round-trip airfare for clergy (canonically resident and domiciled), licensed clergy-in-charge, and lay delegates (not alternates) to O’ahu from Hawai’i, Kaua’i, Maui, or Moloka’i. Please note that if a delegate plans to stay overnight on O’ahu, the Diocese does not cover that cost nor does the Diocese cover ground transportation.

**Schedule by island:** For your information, the schedule below shows the estimated cost of shared travel in 2023. Since there is \$9,610.30 in the Shared Travel Reserves, \$8,500.00 of that amount has been applied to the total.

ISLAND	CLERGY	LAY	ESTIMATED FARES	TOTAL
O’ahu	47	80	\$ -	\$ -
Hawai’i	10	18	\$ 140.00	\$ 3,920.00
Kaua’i	3	16	\$ 150.00	\$ 2,850.00
Maui	10	17	\$ 130.00	\$ 3,510.00
Moloka’i	3	3	\$ 225.00	\$ 1,350.00
	73	134		\$ 11,630.00
			Shared Travel Reserves as of 4/19/23: \$9,610.30	\$ 8,500.00
			TOTAL REQUIRED	\$ 3,130.00

**How is number of lay delegates determined?** It is based on the number of communicants in good standing for each church as reported on the 2022 Annual Parochial Report Form.