

INTER-ISLAND AIR TRAVEL PROCEDURES

All travel must be authorized by the Office of the Bishop.

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)

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.

Name, date, flight, destination changes and cancellations are allowed for inter-island travel; changes must be made at least 4 hours prior to departure. **If you need to make a change in your flight time or destination**, 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, notify Hawaiian Airlines Corporate Desk directly at 1-800-578-5722 (Monday-Sunday 4AM-7PM HST) and REQUEST A REFUND. If you cancel your flight, please notify Sharon immediately via e-mail (airtravel@episcopalhawaii.org). Missed flights, missed timing on changes, and No Shows will incur a \$50 fee that will be paid by you.

Reimbursements for charges relating to flight changes are allowed **only when changes are made by the Bishop, his staff and Chairs of commissions**. Your request for reimbursement must be submitted within 15 days from date of travel, accompanied by the original documentation and filed with the reimbursement authorization form (aka Check Request Form). Obtain the Check Request Form at www.episcopalhawaii.org or if unable to access the site, call Charmaine Bernard at the Office of the Bishop (808) 536-7776 ext. 326.

Regularly Scheduled Meetings

Diocesan Council, Standing Committee, Commission on Ministry, Commission on Finance & Administration
The Diocesan Office would like to book these travel tickets 2-3months in advance of meetings.

Special Travel

Commission Gatherings, Training and Workshops, Supply Clergy, Annual Meeting

Tickets will be booked when details of the meeting and those approved to travel become available.