

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.

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, contact Rae Costa at the Diocesan Support Center via email (rcosta@episcopalhawaii.org) or phone (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 2-3 months in advance of meetings.

Clergy members, representatives to governance bodies, participants on commissions that meet regularly only need to provide travel details and reason for travel. Personal details are on file.

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.