



# THE EPISCOPAL CHURCH IN HAWAII

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Peter Pereira, Diocesan Treasurer

June 4, 2019

TO: The Clergy and Lay Delegates of Convention and All Treasurers  
FROM: Peter Pereira, Diocesan Treasurer  
SUBJECT: **Annual Meeting Shared Travel Assessments OCTOBER 25-26, 2019**

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 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 shares travel for 2019 is as follows:

<u>ISLAND</u>	<u>CLERGY</u>	<u>LAY</u>	<u>FARES</u>	<u>TOTAL</u>
Oahu	46	81	\$ -	\$ -
Hawaii	10	20	\$ 200.00	\$ 6,000.00
Kauai	3	16	\$ 200.00	\$ 3,800.00
Maui	11	18	\$ 200.00	\$ 5,800.00
Molokai	2	3	\$ 180.00	\$ 900.00
	<u>72</u>	<u>138</u>		<u>\$ 16,500.00</u>

Note: The number of lay delegates is based on the number of communicants in good standing for each church as reported on the 2018 Annual Parochial Report Form.

## 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](mailto: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 Gender
3. Your date of birth
4. Your phone number
5. Your e-mail address
6. Date, time of travel, departure city to destination city
7. Purpose of travel: Annual Meeting
8. Hawaiian Airlines frequent flyer member number, if applicable
9. Your 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 Sharon immediately via e-mail ([airtravel@episcopalhawaii.org](mailto: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](http://www.episcopalhawaii.org) or if unable to access the site, call Rae Costa at the Diocesan Support Center at (808) 536-7776 ext. 326.