



# THE EPISCOPAL CHURCH IN HAWAII

---

Rae Costa, Business Manager

May 15, 2018

TO: The Clergy and Lay Delegates of Convention and All Treasurers  
FROM: Rae Costa  
SUBJECT: **Annual Meeting Shared Travel Assessments OCTOBER 26-27, 2018**

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 **\$281** for each lay delegate. 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 attached shows the amount that **each church will be billed on their July 1, 2018 statement.**

<u>ISLAND</u>	<u>CLERGY</u>	<u>LAY</u>	<u>FARES</u>	<u>TOTAL</u>
Oahu	56	81	\$ 200.00	\$ 27,400.00
Hawaii	8	19	\$ -	\$ -
Kauai	5	16	\$ 220.00	\$ 4,620.00
Maui	10	18	\$ 200.00	\$ 5,600.00
Molokai	2	3	\$ 180.00	\$ 900.00
	<u>81</u>	<u>137</u>		<u>\$ 38,520.00</u>
		Per Lay Delegate Rounded		\$ 281.00

Note: The number of lay delegates is based on the number of communicants in good standing for each church as reported on the 2017 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)

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
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](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 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.

	Communicants in Good Standing from 2017 Parochial Report	Number of Lay Delegates				
<b>O'AHU</b>						
Calvary	127	4	x	281	=	\$ 1,125
Emmanuel	78	3	x	281	=	\$ 844
Epiphany	150	4	x	281	=	\$ 1,125
Good Samaritan	54	3	x	281	=	\$ 844
Holy Nativity	123	4	x	281	=	\$ 1,125
St. Andrew's	385	6	x	281	=	\$ 1,687
St. Christopher's	191	4	x	281	=	\$ 1,125
St. Clement's	310	6	x	281	=	\$ 1,687
St. Elizabeth's	322	6	x	281	=	\$ 1,687
St. John the Baptist	29	3	x	281	=	\$ 844
St. John's By-The-Sea	69	3	x	281	=	\$ 844
St. Luke's	28	3	x	281	=	\$ 844
St. Mark's	136	4	x	281	=	\$ 1,125
St. Mary's	69	3	x	281	=	\$ 844
St. Matthew's	33	3	x	281	=	\$ 844
St. Nicholas	51	3	x	281	=	\$ 844
St. Paul's	442	7	x	281	=	\$ 1,968
St. Peter's	251	5	x	281	=	\$ 1,406
St. Stephen's	53	3	x	281	=	\$ 844
St. Timothy's	158	4	x	281	=	\$ 1,125
		<u>81</u>				<u>\$ 22,775</u>
<b>HAWAII</b>						
Christ Church	79	3	x	281	=	\$ 844
Holy Apostles'	196	4	x	281	=	\$ 1,125
St. Augustine's	105	4	x	281	=	\$ 1,125
St. James'	235	5	x	281	=	\$ 1,406
St. Jude's	71	3	x	281	=	\$ 844
		<u>19</u>				<u>\$ 5,342</u>
<b>KAUAI</b>						
All Saints'	260	5	x	281	=	\$ 1,406
Christ Memorial/St. Thom	65	3	x	281	=	\$ 844
St. Michael's	254	5	x	281	=	\$ 1,406
West Kauai	87	3	x	281	=	\$ 844
		<u>16</u>				<u>\$ 4,499</u>
<b>MAUI</b>						
Good Shepherd	396	6	x	281	=	\$ 1,687
Holy Innocents'	81	3	x	281	=	\$ 844
St John's-Kula	251	5	x	281	=	\$ 1,406
Trinity By-The-Sea	134	4	x	281	=	\$ 1,125
		<u>18</u>				<u>\$ 5,061</u>
<b>MOLOKA'I</b>						
Grace Church	49	3	x	281	=	\$ 844
<b>TOTAL</b>		<u><u>137</u></u>				<u><u>\$ 38,520</u></u>

**\$38,520/137 = \$281.17 per lay delegate; Rounded to \$281.**