



# The Episcopal Diocese of Hawai‘i

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## Youth Event Request Form to Book Inter-Island Air Travel

Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_  
 Name of Person completing  
 report \_\_\_\_\_

We request approval to book airfare for the following:

Event PARTICIPANTS (17 years old or younger)

Name of participant	Name of Church or Organization

If more room is needed, please make extra copies of this page and label PAGE # OF #

Event CHAPERONES (18 years old or older)

Name of Chaperone	Name of Church or Organization

If more room is needed, please make extra copies of this page and label PAGE # OF #

- I have reviewed the below Inter-Island Air Travel procedures.
- I understand that participants who are 17 years old and younger are eligible to apply for scholarships, which will subsidize a portion of the total interisland airfare cost. The Youth Travel Scholarship application is located on the Diocesan Forms and Documents page (scroll to "Travel"):  
[http://www.episcopalhawaii.org/uploads/2/5/4/8/25486559/5.1.1.141\\_travel\\_travel\\_scholarship\\_application.pdf](http://www.episcopalhawaii.org/uploads/2/5/4/8/25486559/5.1.1.141_travel_travel_scholarship_application.pdf)
- I will communicate these requirements to the participant(s) and parent(s)/guardian(s).
- I understand that adult chaperones traveling with youth to the event on the same flight may also book travel through the Diocese’s Travel Coordinator and that the organization or church that the chaperone is a member of will be billed for the entire amount. I have informed the church(es)/organization(s) that they will be responsible for the cost of airfare for adult chaperone(s), and they have agreed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Any questions, please contact Rae Costa at [rcosta@episcopalhawaii.org](mailto:rcosta@episcopalhawaii.org) or 536-7776 x326.**

## 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 event. 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 date of birth
3. Your phone number
4. Your e-mail address
5. Date, time of travel, departure city to destination city
6. Purpose of travel
7. Hawaiian Airlines frequent flyer member 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 Rae Costa at the Office of the Bishop (808) 536-7776 ext. 326.

#### **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.