

July 8, 2011

Aloha UH Hilo,

Happy New Fiscal Year! The Business Services Office would like to thank everyone for their support and assistance in closing FY 2011. We look forward to working with all of you in FY 2012. Below are some friendly reminders:

Accounts Payable

Pursuant to HRS Chapter 103-10, the vendor is entitled to interest commencing on the 30th day following the receipt of the invoice or satisfactory delivery of goods/services, whichever is later. Therefore, departments should instruct vendors to send invoices directly to the Business Services Office for processing. This will assist us in avoiding interest on late vendor payments.

The "requisitioner's copy" (R/C) of purchase orders should be submitted to the Business Services Office as soon as the goods or services are received. Departments should not wait until the University receives an invoice before submitting the R/C.

Purchasing

As a follow up to the Chancellor's FY 2011 message on spending (email dated May 16, 2011), for FY 2012 the Business Services Office does not require additional approvals by the Vice Chancellor or Chancellor. Please check with your appropriate Vice Chancellor on their approval requirements.

Reminders for completing a requisition:

- Include the deliver on/before date in the corresponding box. This should be the date the goods are to be received, or if for services (i.e. cell phone), the last date of the service period.
- In the "Deliver To" and "Vendor Address" sections, the "USA" country code is only required if you are purchasing an item from a foreign vendor or shipping your goods to a foreign destination. Please leave the field blank for all other transactions.
- In the "Deliver To" box, include the University's name, the department name and University's address (double check this when creating a requisition from SuperQuote; the information may not always transfer over correctly).
- The General Excise tax rate is 4.166% for the Island of Hawai'i. Purchases delivered to the Island of Oahu are subject to the higher 4.71% tax rate. For example, if goods are delivered to the UH Hilo Campus, the 4.166% rate will apply. But, if goods/services are delivered to an Oahu address the 4.71% rate will apply. Please ensure that all quotes and requisitions reflect the appropriate tax rate.

Required Information and Supporting Documents for a Non-Employee Reimbursement:

- Requisition (include details of the reimbursable expense in the "description" field)
- Letter of Invitation (include scope of work, dates of the visit and the amounts UHH will be paying)
- Flyer/advertisement/correspondence of event
- Non-Employee invoice
- WH-1 (if not a US citizen)
- Original receipts
- For mileage reimbursements, submit a Google or MapQuest type map showing the mileage traveled

Travel

Effective July 1, 2011, the Federal Allowable Rates for the State of Hawai'i have been updated. Attached for your information is both a worksheet listing the individual FAR rates for the State of Hawai'i, and a simplified spreadsheet listing only the lodging and M&IE rates.

**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: **HAWAII**

PUBLICATION DATE: **07-01-11**

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE is \$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
ISLE OF HAWAII: HILO	01/01-12/31	104	87	49	22			213	07/01/2011
ISLE OF HAWAII: OTHER	01/01-12/31	180	93	52	23			296	07/01/2011
ISLE OF KAUAI	01/01-12/31	243	102	57	25			370	07/01/2011
ISLE OF MAUI	01/01-12/31	169	96	54	24			289	07/01/2011
ISLE OF OAHU	01/01-12/31	177	93	52	23			293	07/01/2011
LANAI	01/01-12/31	249	116	64	29			394	07/01/2011
LUALUALEI NAVAL MAGAZINE	01/01-12/31	177	93	52	23			293	07/01/2011
MOLOKAI	01/01-12/31	131	78	45	19			228	07/01/2011
[OTHER]	01/01-12/31	104	87	49	22			213	07/01/2011

*Use the OTHER rate if neither the CITY nor MILITARY INSTALLATION is listed.

Effective July 1, 2011

Federal Allowable Rates for the State of Hawai'i

Locality	Max Lodging	M&IE
ISLE OF Hawai'i: HILO	104	109
ISLE OF Hawai'i: OTHER	180	116
KAUAI	243	127
MAUI	169	120
OAHU	177	116
LANAI	249	145
LUALUOLEI	177	116
MOLOKAI	131	97
OTHER	104	109