

Isaac Choy

From: Isaac Choy
Sent: Tuesday, February 20, 2024 8:55 AM
To: Isaac Choy
Subject: FW: Travel Policies

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Subject: Travel Policies

Dear Chair Arakawa:

I apologize for the late response to your inquiries as articulated on Budget, Finance, Convention Center Standing Committee Item 9 a- i.

I just wanted to let you know that I plan on addressing each item as time permits.

This email will address item 9h Status and Discussion on Travel Policies.

I believe there were two issues with travel:

1. Inspection of travel-related expenditure.
2. Multiple participants at meetings and conventions.

First, I have inspected three recent travel files and Procedure 300-06.01 Travel Procedures. I inspected three types of travel out of state, in-state, and board travel. Also, I looked over the status of overall travel expenditures.

Conclusion: there were no exceptions found in the completion of all forms including the IRBTO, and TAF forms. The level of approvals including the DBEDT, CEO, Budget director, and Maile were all executed properly.

Second, as to the policy on staff or board members attending meetings and conventions together is not stated in HTA policies and procedures. Currently, the CEO decides and approves all travel with input from staff. The coordination of this type of travel resides with the CEO.

Finally, all travel reimbursements are up to date.

I believe this report is responsive to this agenda item.

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