

INTER-ISLAND TRAVEL PRE-APPROVAL FORM
Early Learning Council

Name of Traveler: _____ Date of Request: _____

Departure Date/Time: _____ Return Date/Time: _____

Meeting Start Date/Time: _____ Meeting End Date/Time: _____

Car Rental Required: Yes No Destination(s): _____

Purpose of Travel: _____

Rationale for why a face-to-face meeting is more appropriate, versus other means of communication, such as a videoconference, telephone conference, etc.

Approved Disapproved

Signature of ELC Chair

Date

Comments: _____

Guidelines for Interisland Travel Reimbursement:

- Chair of the sub-committee submits this form to the Chair of the ELC by e-mail attachment for pre-travel approval
- The Chair of the ELC will approve/disapprove and return to Chair of the sub-committee and copy Steve Shiraki and Ana Ramos (this action will document authorization)
- Traveler makes travel arrangements
- After meeting, traveler will submit following documents: boarding passes, receipts for air travel, car rental, and parking directly to Steve Shiraki/Ana Ramos at 637 18th Avenue, C102, Honolulu, HI 96816 Please note that receipts must indicate the full amount paid.
- Also include the name of person/organization that is to be reimbursed, along with the correct mailing address.
- Under normal circumstances reimbursements take 4-6 weeks
- Please understand that travel that is not pre-approved cannot be reimbursed

Note: It will be prudent for sub-committees to plan meetings in advance to ensure timely processing of the pre-approval process. Mahalo!