

## Attachment 5

### Billing Requirements and Travel Guidelines

#### **I. Billing Requirements**

As set forth in the Compensation and Payment Schedule, all expenses must be pre-approved by the Hawaii Public Utilities Commission (“Commission”), to the extent reasonably possible.

- Request for Compensation and/or Reimbursement:

All requests for compensation and/or reimbursement shall be submitted on official company letterhead/invoice and supported by the following:

1. Timesheets of each personnel assigned to the project that includes, but not limited to, the following:
  - Name of the project
  - Name of person, title, and company incurring cost
  - Description of task compensation represents
  - Hourly rate of each compensated personnel
  - Number of hours (per task) for which compensation is requested (in .1 hour increments)
  - Subtotal for each task
  - Total compensation hours per each timesheet
2. Receipt or invoice that includes, but is not limited to, the following:
  - Date of receipt or invoice
  - Name of company and address, if feasible, where goods or services rendered
  - Description of business related expense item(s)

All payments for compensation and/or reimbursement must be supported by original or certified copies of original timesheets, receipts and invoices. Reimbursement will be made for personnel work time and business-related expenses that are authorized as reasonable and acceptable by the Commission.

- Request for Authorization of Expenses:

All requests for authorization to expend funds must be forwarded through the Procurement Officer, or designee, either via e-mail or letter.

**For travel related expenses, authorized business start dates and times must be agreed upon by the Commission prior to making travel arrangements. Adherence to the Travel Guidelines, or prior approval from the Commission for any alternate travel arrangements, is required in order to receive reimbursement for travel expenses.**

- **Billing Periods:**

Please submit an original plus two (2) copies of reimbursement invoices with supporting documentation to the following:

Public Utilities Commission  
ATTN: Executive Officer  
465 South King Street, Room #103  
Honolulu, HI 96813

All requests for payments will be reviewed for accuracy, completeness, and authorized expenses. Payment requests will be processed upon completion of agreed upon milestones, to the satisfaction of the Commission.

## **II. Travel Guidelines**

Authorized travel will be reimbursable by the Commission for arrival and departure no more than twelve hours prior to and after the agreed upon work schedule.

- **Hotel Arrangements:**

The following recommended hotel is authorized by the Commission for business-related travel. Any charges that are not applicable to Commission business or any costs in excess of what the Commission deems to be authorized and reasonable expenses (e.g., selecting another hotel, extending the length of stay for personal reasons) shall be the responsibility of the traveler. If rooms are not available at the Executive Centre Hotel during required travel dates, prior approval must be obtained before making alternate reservations at other State-approved hotels or comparably priced hotels on the island.

Executive Centre Hotel—

When making hotel arrangements at the following hotel, mention that you are making reservations under the Hawaii Public Utilities Commission Aston Corporate Travel Club membership:

Executive Centre Hotel ([www.astonexecutivecentre.com](http://www.astonexecutivecentre.com))  
1088 Bishop Street  
Honolulu, HI 96813  
Phone: 1-800-949-3932/(808) 539-3000 (Main Reservation Desk)

All reimbursements for hotel accommodations must be supported by original hotel bill showing a \$0.00 balance due (original receipt acceptable if reservation and payment is being made through the internet) to ensure that payment was made. Reimbursement will not be made on recreational expenses and other non-business related items.

- **Car Rental:**

If reservations are made at the Executive Centre Hotel, pre-approval must be obtained for car rentals.

If transportation to and from the airport upon arrival and departure is via taxi, no reimbursement for tips will be made and all reimbursements must be supported by an original taxi receipt.

If transportation is via car rental, reasonably priced rental reservations should be made under the following conditions:

1. No car insurance shall be reimbursable by the Commission.
  2. Types of car rentals will be permissible under the following guidelines—
    - Compact car for 1-2 passengers
    - Midsize car for 3-4 passengers
  3. Reimbursement will be made only for the following, unless otherwise pre-approved by the Commission —
    - Time and mileage
    - Vehicle licensing fee
    - State and airport taxes
    - Airport concession fee
    - Additional driver fee for Commission authorized travelers only
  4. Original car rental agreement and receipt of payment is required to receive reimbursement of car rental related expenses.
- Airfare:

All airfare arrangements must be made utilizing the most direct and cost efficient route. Any charges that are not applicable to Commission business, including but not limited to, any additional costs relating to personal stopovers and preferential upgrades to flight accommodations will not be reimbursed. Original receipt of payment is required to receive reimbursement for airfare accommodations.

- Meal Claims:

Meal expenses incurred during authorized Commission related business travel are reimbursable up to a maximum of \$60.00/day.

All reimbursements for meals should be identified separately and included in the original bill for reimbursement on an official company letterhead/invoice (“invoice”). Reimbursement will not be made for alcoholic beverages and tips related to meal expenses.

- Travel Reimbursement Claims:

Please submit your bill for reimbursement on an official company invoice with the address listed on the contract and supported by all applicable original receipts as listed above underlined in red.

Please submit an original plus two (2) copies of reimbursement invoice with supporting documentation to the address stated above under Billing Requirements.

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