

EXHIBITS TO PWD P&P MEMOS NO. C-28 & C-29

Note that these exhibits provide examples intended to illustrate how to address various situations that may occur with regard to determining which, if any, consultant travel expenses may be reimbursed. The examples provided here are not intended to be exhaustive or exclusive, and it should be anticipated that situations will arise that will require detailed interpretation of the provisions of P&P C-28 and C-29.

When necessary, those interpretations should be developed in discussion with the affected consultant and should be documented for future reference and to ensure consistent application of the policies set forth in P&P C-28 and C-29.

Exhibit A

Determination of Home Island and Home Airport

Home Island:

NOTE: The following examples may be used to determine a traveler's home island for intra-state travel under P&P 28.

Example 1: The consultant maintains offices in Phoenix, Arizona, and Honolulu, Hawaii, and the affected staff person's customary remote work site is located in Kapaa, Hawaii: the person's home island is Kauai.

Example 2: The consultant maintains an office Honolulu, Hawaii, and the affected staff person is assigned to that office: the person's home island is Oahu.

Example 3: The consultant maintains an office Honolulu, Hawaii, and the affected staff person's customary remote work site is located in Kapaa, Hawaii: the person's home island is Kauai.

Example 4: The consultant maintains an office in Honolulu, Hawaii, and the affected staff person's customary remote work site is located in Portland, Oregon: the person's "home island" is that person's "home airport," which is Portland International Airport.

Home Airport:

NOTE: The following examples may be used to determine a traveler's home airport for inter-state travel under P&P 29.

Example 1: The consultant maintains an office located in Phoenix, Arizona, and the affected staff person is assigned to that office: the person's home airport is Phoenix Sky Harbor International Airport.

Example 2: The consultant maintains an office in Phoenix, Arizona, and the affected staff person's customary remote work site is located in Cedar Rapids, Iowa: the person's home airport is Cedar Rapids Airport.

Example 3: The consultant maintains offices in Phoenix, Arizona, and Honolulu, Hawaii, and the affected staff person's customary remote work site is located in Captain Cook, Hawaii: the person's home airport is Ellison Onizuka Kona International Airport.

Example 4: The consultant maintains offices in Phoenix, Arizona, and Honolulu, Hawaii, and the affected staff person's is assigned to the Honolulu office: the person's home airport is Daniel K. Inouye International Airport.

Example 5: The consultant maintains offices in Phoenix, Arizona, and Honolulu, Hawaii, and the affected staff person's is assigned to the Phoenix office: the person's home airport is Phoenix Sky Harbor International Airport.

Example 6: The consultant maintains an office in Captain Cook, Hawaii and the affected staff person is assigned to that office: the person's home airport is Ellison Onizuka Kona International Airport.

Example 7: The consultant maintains a main office in Hilo and a branch office in Honolulu, Hawaii, and the affected staff person is assigned to the Honolulu office: that person's home airport is Daniel K. Inouye International Airport.

Exhibit B

Billable Time While In Transit

Example 1: Travel from Baltimore to Honolulu via JFK International Airport

- Transit Leg 1 of 2: Train from Baltimore to JFK
 - Transit time: 2 hours, 52 minutes
 - Transit time less 90 minutes: 1 hour, 22 minutes
 - Maximum billable time, Transit Leg 1: 1 hour, 22 minutes
- Transit Leg 2 of 2: Hawaiian Airlines non-stop JFK-HNL
 - Transit time: 11 hours, 15 minutes
 - Transit time less 90 minutes: 9 hours, 45 minutes
 - Maximum billable time, Transit Leg 2: 8 hours
- Total billable time, all transit legs: 9 hours, 22 minutes
- Maximum billable time Baltimore to Honolulu: 8 hours

Example 2: Travel from Baltimore to Honolulu, via Reagan National Airport (DCA)

- Transit Leg 1 of 4: Train from Baltimore to DCA
 - Transit time: 1 hour, 25 minutes
 - Transit time less 90 minutes: -5 minutes
 - Maximum billable time, Transit Leg 1: 0 minutes
- Transit Leg 2 of 4: DCA to DTW (Detroit)
 - Transit time: 1 hour, 40 minutes
 - Transit time less 90 minutes: 10 minutes
 - Maximum billable time, Transit Leg 2: 10 minutes
- Transit Leg 3 of 4: DTW to SEA (Seattle)
 - Transit time: 5 hours, 5 minutes
 - Transit time less 90 minutes: 3 hours, 35 minutes
 - Maximum billable time, Transit Leg 3: 3 hours, 35 minutes
- Transit Leg 4 of 4: SEA to HNL
 - Transit time: 6 hours, 29 minutes
 - Transit time less 90 minutes: 4 hours, 59 minutes

- Maximum billable time, Transit Leg 4: 4 hours, 59 minutes
- Total billable time, all transit legs: 8 hours, 44 minutes
- Maximum billable time Baltimore to Honolulu: 8 hours

Example 3: Travel from HNL to DFW (Dallas-Fort Worth)

- Transit Leg 1 of 1: HNL to DFW (Dallas- Fort Worth) (Note: Departs at 7:00 pm HST)
 - Transit time: 7 hours, 10 minutes
 - Transit time less 90 minutes: 5 hours, 40 minutes
 - Maximum billable time: 0 minutes (departs after end of traveler’s normal workday)

Exhibit C

Situations Under Which Expenses May Be Allowed: Intra-state Travel

Example 1: A consultant’s staff person travels from their home island of Maui to perform services solely on a single PWD contract on Oahu:

- All eligible travel expenses may be charged against that contract.

Example 2: A consultant’s staff person travels from their home island of Hawaii to perform services on a PWD contract located on Maui on Tuesday morning and one or more other PWD or non-PWD contract(s) located on Maui on Tuesday afternoon:

- All eligible travel expenses charged shall be divided equally among the various contracts.

Example 3: A consultant’s staff person travels from their home island of Maui to work on a PWD contract located on Oahu on Tuesday and a non-PWD contract located on Oahu on Wednesday:

- Airfare and baggage charges shall be divided equally between the PWD contract and the non-PWD contract.
- Ground transportation:
 - If a car is rented, only the rental charges for Tuesday may be charged against the PWD contract.
 - If taxis or rideshares are used, only the charges for Tuesday may be charged against the PWD contract.
 - If parking at the person’s home airport is used, only the charges for Tuesday may be charged against the PWD contract.
- Applicable per diem allowances for Tuesday-only may be charged against the PWD contract.
- Lodging and per-diem-like expenses incurred for Wednesday and the Tuesday-Wednesday overnight stay shall not be charged against the PWD contract.

Example 4: A consultant’s staff person based out of the consultant’s San Jose office flies to Oahu arriving Monday at 2:00pm, works on a non-PWD contract for eight hours on Tuesday, flies to Maui and back on Wednesday to work four hours on a PWD contract, works on Oahu on a non-PWD contract all day Thursday, then flies back to San Jose Friday on a 10:00am flight:

- Cost of round-trip airfare San Jose-Honolulu-San Jose (including baggage fees, if any) may be divided equally among the PWD and non-PWD contracts, e.g., if one PWD contract and two non-PWD contracts, the cost is divided by three; if one PWD contract and one non-PWD contract, the cost is divided by two.

- Lodging for one overnight stay may be charged to the PWD contract; other lodging costs shall not be charged to the PWD contract, as it would have been possible to fly from San Jose to Maui, stay one night and return to San Jose the next day.
- Applicable per diem costs for Wednesday, Thursday, and Friday may be charged to the PWD contract.
- Ground transportation charges for Wednesday, Thursday, and Friday may be charged to the PWD project; other ground transportation charges shall not be charged to the PWD contract.

Exhibit D

Situations Under Which Expenses May Be Allowed: Inter-state Travel

Example 1: A consultant's staff person travels to Hawaii to work on a PWD contract only, arriving on Monday afternoon, working eight hours per day Tuesday through Thursday, and departing Hawaii Friday morning:

- All eligible travel expenses may be charged to the PWD contract.

Example 2: A consultant's staff person travels to Hawaii to work on a PWD contract and two non-PWD contracts, arriving on Monday afternoon, working on the PWD contract eight hours per day Tuesday and Wednesday, working on the non-PWD contracts Thursday, and departing Hawaii Friday morning:

- Airfare may be divided equally among the contracts, provided no more than one-third of the airfare may be charged against the PWD contract, i.e., given that the airfare was used to enable the person to work on a total of three contracts, only one of which was a PWD contract.
- Per diem expenses may be charged to the PWD contract:
 - One third of the portion of per diem is attributable to Monday.
 - Per diem for Tuesday and Wednesday.
 - One third of the portion of per diem is attributable to Friday.
 - Per diem for Thursday shall not be charged to the PWD contract.
- Overnight lodging may be charged to the PWD contract:
 - One third of the lodging cost for Monday night.
 - The full lodging cost for Tuesday and Wednesday nights.
 - One third of the lodging cost for Thursday night.
- Ground transportation costs may be divided equally among the contracts, provided no more than one-third of such costs may be charged against the PWD contract.
NB: If the person works on both PWD and non-PWD contracts on the same weekday, the associated travel expenses should be appropriately pro-rated.

Example 3: A consultant's staff person working on a PWD contract to design a new prison, flies from Honolulu, where the consultant maintains an office, to Missoula to visit a model prison operated by the State of Montana:

- All eligible travel expenses may be charged to the PWD contract.

Example 4: A consultant's staff person travels to Honolulu to work on a PWD contract only, arriving on Monday afternoon, working eight hours per day Tuesday and Wednesday, flying to Maui to vacation on Thursday and Friday, returning to that person's out-of-state home airport on Sunday afternoon:

- One half of the round-trip airfare (including baggage fees, if any) to and from Honolulu may be charged to the PWD contract, i.e., the benefit of that airfare is shared by the PWD contract and the person's vacation.
- Per diem expenses may be charged to the PWD contract:
 - One half of the portion of per diem is attributable to Monday.
 - Per diem for Tuesday and Wednesday.
 - Per diem expenses for Thursday and beyond shall not be charged to the PWD contract.
- Overnight lodging for Monday, Tuesday, and Wednesday nights only may be charged to the PWD contract.
- Ground transportation costs incurred on Oahu on Monday, Tuesday, and Wednesday may be charged against the PWD contract.