



HOUSE OF REPRESENTATIVES

STATE OF HAWAII
STATE CAPITOL
HONOLULU, HAWAII 96813

March 29, 2004

Mr. Dan Molloway
Hawaii State Ethics Commission
1001 Bishop Street
Pacific Tower, Suite 970
Honolulu, HI 96813

Dear Mr. Molloway:

I would like to file a formal complaint against University of Hawaii President Evan Dobbelle regarding the applicability of the gift disclosure law (HRS §84) on the President's use of funds provided by the UH Foundation and other non-state entities.

A few weeks ago, during a hearing on the UH Foundation and their 501(c)(3) tax status¹, I asked whether President Dobbelle claimed as gifts any private school tuition payments, trips, hotel stays, dinners, etc. paid for by the UH Foundation on his gift disclosure report, as provided by law. We learned that the President had filed two gift disclosure reports. In the June 2001-June 2002 and June 2002-June 2003 reports, the President reported that he had received no declarable gifts during the period from June 2001 through June 2003 (copies attached).

The UH Foundation, in its testimony, suggested that their 501(c)(3) tax status insulates them from the oversight of the state's auditor. I suggested that if the UH Foundation was truly a tax-exempt organization, then the direct support that they provide to President Dobbelle must be claimed by the President as a gift as required by state law.

I received a letter from UH Chief of Staff Sam Callejo on March 1, 2004 stating that President Dobbelle "is not required to report expenditures from his protocol fund on his annual gifts disclosure statement." The protocol fund that Mr. Callejo mentions in the letter is a fund account within the UH Foundation. Any expenses funded by this account requires processing through the UH Foundation. Any expenses approved by the UH Foundation is paid for by a check from the UH Foundation.

¹ House Higher Education Committee Hearing on House Bill 2547. February 5, 2004. Description of HB 2547: Grants limited oversight to the auditor over expenditures made from the University of Hawaii tuition and fees special fund for the University of Hawaii Foundation. Requires auditor to respect privacy of donors. (HB 2547 HD2)

2004032907

Representative K. Mark Takai
State Capitol, Room 403 • Honolulu, Hawaii 96813
Phone: (808) 586-8455 • Fax: (808) 586-8459 • E-mail: reptakai@capitol.hawaii.gov

In his letter to me, Mr. Callejo describes the UH Foundation as a “nonprofit corporation established to raise funds for the University of Hawaii.” My questions during the hearing to Mr. Callejo and UH Foundation President Betsy Sloane were: If President Dobelle accepted a trip paid for by the Any Name Foundation, a 501(c)(3) tax-exempt organization, he would need to file this trip as a gift as required by state law. What is the difference between a trip paid for by the Any Name Foundation and the UH Foundation? Why doesn’t the President disclose his expenses paid for by the UH Foundation?

In fact, I argued, that if the UH Foundation paid for a trip for President Dobelle and me to travel together to Washington, D.C. to meet with prospective university donors, I would be required by state law to disclose this trip on my gift disclosure report since the trip was funded by a non-state entity. Why, then, would there be any difference in the disclosure of that same trip for the President?

I have attached a copy of the University’s testimony in opposition to HB 2547², the UH Foundation’s testimony in opposition to HB 2547³, and Mr. Callejo’s response to my inquiry. In the UH Foundation’s testimony, Chairman Howard Karr describes the Foundation as “a private charitable organization,” “not a government agency or even a quasi-governmental entity” and “a private nonprofit corporation recognized by the Internal Revenue Service as a 501(c)(3) organization.”

As I understand the gift disclosure law, state employees are required to disclose any gifts received by an employee valued in excess of \$200 from non-state agencies and non-state organizations.⁴

As you are aware, there are disclosure requirements for trips paid for by the State (i.e., the University of Hawaii). In other words, the costs associated with these trips are open for public review. However, unless state employees disclose trips and other gifts from non-state entities, there is very little opportunity for public review of such gifts.

² House Finance Committee Hearing on House Bill 2547. February 26, 2004.

³ House Finance Committee Hearing on House Bill 2547. February 26, 2004.

⁴ HRS §84-11.5 reads “Reporting of gifts. (a) Every legislator and employee shall file a gifts disclosure statement with the state ethics commission on June 30 of each year if all the following conditions are met: (1) The legislator or employee, or spouse or dependent child of a legislator or employee, received directly or indirectly from one source any gift or gifts valued singly or in the aggregate in excess of \$200, whether the gift is in the form of money, service, goods, or in any other form; (2) The source of the gift or gifts have interests that may be affected by official action or lack of action by the legislator or employee; and (3) The gift is not exempted by subsection (d) from reporting requirements under this subsection. . .”

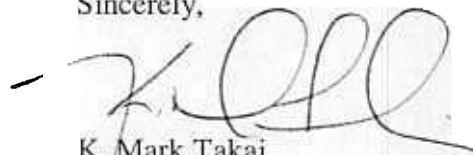
On the one hand, the University of Hawaii claims that the UH Foundation is a nonprofit, tax-exempt organization and is shielded by disclosure, reporting and auditing requirements. On the other hand, the University of Hawaii claims that reporting of gifts from the UH Foundation to the President do not need to be disclosed. The University can't have it both ways.

Could you please assist me in understanding the applicability of the gift disclosure law on the UH President and his use of UH Foundation monies? Additionally, in the past two and a half years, President Dobelle has also taken a number of trips provided by non-state entities, including the Molokai Chamber of Commerce⁵ and the Hawaii Visitors and Convention Bureau⁶. I have also included copies of documents from the President regarding these trips. Should President Dobelle be declaring these and other trips provided by non-state entities?

Please contact me if I you have any questions regarding this request.

Mahalo for your attention to this matter.

Sincerely,



K. Mark Takai
State Representative
34th House District

Enclosures

KMT:wgk

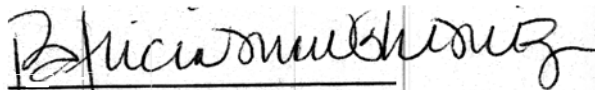
⁵ Employee Travel Form. 12/10/01-12/11/01. "Aloha airlines (sic) coupons provided by Molokai Chamber of Commerce." "Lodging was paid for by Molokai Chamber of Commerce." "Meals were provided."
(Copy of this travel form is attached.)

⁶ Employee Travel Form. 10/7/01-10/10/01. "Lodging paid by Hawaii Visitors Bureau (sic)."
(Copy of this travel form is attached.)

STATE OF HAWAII)
)
) SS. K. Mark Takai
)
)
CITY & COUNTY OF HONOLULU)

On this 30th day of March, 2004, before me personally appeared K. Mark Takai, known to me to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as their free act and deed.

WITNESS MY HAND AND SEAL.



Patricia Mau-Shimizu
Notary Public
State of Hawaii
First Judicial Circuit

Commission expires: 12-16-05
Commission number: 93-728



RECEIVED

'03 JUN 27 AM 11:03

UNIVERSITY OF HAWAII

STATE OF HAWAII
STATE ETHICS COMMISSION

EVAN S. DOBELLE
PRESIDENT, UNIVERSITY OF HAWAII

June 24, 2003

Hawai'i State Ethics Commission
1001 Bishop Street, Pacific Tower 970
P.O. Box 616
Honolulu, HI 96809

To Whom It May Concern:

To the best of my knowledge for the period covering June 1, 2002 to June 1, 2003, I have no reportable gifts as defined by the Hawai'i State Ethics Commission.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Dobelle".

Evan S. Dobelle



UNIVERSITY OF HAWAII

Chief of Staff
Office of the President

March 1, 2004

The Honorable K. Mark Takai, Chair
House Committee on Higher Education
State Capitol, Room 403
Honolulu, Hawaii 96813

Dear Representative Takai

This is in response to your question at the joint hearing on Education regarding the President's need to report on his annual gifts disclosure statement expenditures made from a protocol fund established by the University of Hawaii Foundation.

The University Office of General Counsel has advised President Dobelle that he is not required to report expenditures from his protocol fund on his annual gifts disclosure statement. The University of Hawaii Foundation, a non profit corporation established to raise funds for the University of Hawaii, provides a protocol fund as a resource to assist the President in performing the duties and functions of his office. As part of his duties, the President provides services to the Foundation based upon the nature of the relationship between the Foundation and the University.

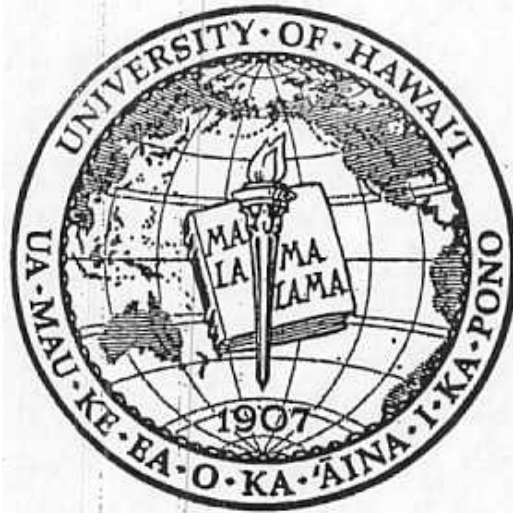
The purpose of the protocol fund is, therefore, for a legitimate state purpose and clearly not for any personal benefit to the President, and thus not a gift to the President.

Very truly yours


Sam Callejo
Chief of Staff

c Senator Norman Sakamoto
President Evan Dobelle
VP for Academic Affairs David McClain
VP & University General Counsel Walter Kirimitsu

2004022903



UNIVERSITY OF HAWAI'I

TESTIMONY

HB 2547 HD1 Relating to the University of Hawaii

Testimony Presented Before the
House Committee on Finance

February 26, 2004 3pm.

By

Sam Callejo
Chief of Staff
University of Hawaii

Testimony Presented Before the
House Committee on Finance

February 26, 2004

by

Sam Callejo
Chief of Staff, University of Hawaii

HB 2547 HD1 Relating to the University of Hawaii

Chair Takamine and Members of the Committee:

The purpose of this bill is to facilitate the auditor's access to information from the University of Hawaii Foundation with due regard for the privacy concerns of donors.

The University of Hawaii is concerned that the privacy provisions in the bill do not adequately protect the privacy rights of our donors. Respecting the privacy of those who have donated to University of Hawaii is very important to us. We look to the University of Hawaii Foundation on the potential effect on fundraising this proposal might have.

We have just revised the University of Hawaii's agreement with the University of Hawaii Foundation and will be taking it to the Board of Regents in March for approval. With the intent of improving accountability and reporting standards, and with the input of our internal auditor and the general consul's office, we have thoroughly reviewed the terms of our existing memorandum of understanding

and service agreement along with the report by the Legislative Auditor. The revised agreement will provide the checks and balances needed to assure the proper reporting as outlined by the legislative auditor. We appreciate the concerns of the legislature and we have worked to improve the accountability requirements in our agreement. The University of Hawaii is looking forward to a successful fundraising campaign that will make the University more self reliant and enhance its programs.

For these reasons the University of Hawaii believes that this bill is not necessary at this time and respectfully asks that this measure be held. Thank you for the opportunity to testify on this measure.

Testimony on HB 2547, HD1
Howard Karr
Chairman, UH Foundation Board of Trustees

House Committee on Finance
February 26, 2004, 3:00 p.m. State Capitol, Room 308

Good afternoon Chairman Takamine and Members of the Committee on Finance. Thank you for the opportunity to testify on House Bill 2547 House Draft 1.

Since the State Auditor first conducted a review of the University of Hawaii's use of Special Funds as part of the University audit, significant improvements in the University of Hawaii Foundation's accounting and reporting systems have been made. The recommendations in the State Auditor's 2003 Report on the University Special Funds and the reporting requirements cited in HB 2547 and last year's SB 576 are being implemented throughout the University System and the Foundation.

On a regular monthly and quarterly basis, the Foundation provides the Board of Regents a status report of our fundraising progress and financial reports about the use of funds received from the University under the Services Contract between the University and the Foundation. I am sure they would be happy to share these reports with the Legislature if requested.

The Board of Trustees of the Foundation and the staff continue to have an appreciation for the responsibilities of the Legislature in providing oversight in all matters involving the appropriation of taxpayers' money or expenditures by the University, even for services provided by private organizations such as the Foundation where the majority of operational funding is from private sources not the University.

I am happy to report to you that we have been working closely with the State Auditor's office since last year and have made significant progress on providing requested materials without compromising the integrity of our organization. Despite some delays due to turnover of staff assigned to the audit, the Auditor's staff is in the detailed testing stage now and we are waiting for them to complete their work.

During our work with the Auditor, we spent a great deal of time developing internal protocols for identifying and reporting the effectiveness of our work on behalf of the University. We believe we have supplied the Auditor with

substantially all that she has requested, including access to all of the payroll and program expenditures of the development staff for FY 2001-2002 and the first quarter of FY 2003-2003, as requested in 2002. More recently, The Foundation has provided the Auditor access to detailed records regarding expenditures of private donations for the benefit of the University including account establishment forms, gift instruments, project history reports and underlying invoices.

Moreover, the insights gleaned from discussions with legislators during the 2003 Session resulted in several additional changes in the Foundation's approach to reporting. In an effort to comply with the intent of Senate Bill Senate Bill 576 passed last year, which appears to be reflected in the reporting requirements in HB2547 HD1, we have worked hard to improve accountability for the Foundation's operations, making them more transparent and accessible.

We are also in final stages of revising our services contract with the University. As requested by the Legislature and the Auditor's office last year the amended services contract provides for a much more detailed reporting structure. In fact the new reporting language tracks the reporting language in last year's Senate Bill 576 and HB 2547 HD 1 regarding funds received from the University. We are now waiting for the amended services contract to be reviewed and approved by the Board of Regents at their March meeting.

In light of all of the above, the submission of House Bill 2547 HD 1 for consideration during the current session does raise serious concerns for us. Given all the work the University and the Foundation have done to improve their systems and reporting over the last twelve months, we question the need for HB 2547 HD 1. Other problems lie in special considerations involved in attempts to audit a private charity recognized as a 501(c)(3) organization. Unlike state institutions and government agencies, the Foundation is a private charitable organization contracted to provide vital services to the University. The Foundation holds sensitive information as part of its fundraising mission. This fact makes the Auditor's job of reviewing the University's use of special funds more complex because while Foundation is not a government agency or even a quasi-governmental entity and it holds confidential information vital to successful support of the University that must be protected, the Auditor's office is a governmental agency with a specific fact finding and disclosure function.

We also note that House Draft 1 contains some additions to the original bill we find troubling, specifically the added reference to "stewardship of state moneys under the foundation's control." As you are aware, the Foundation is a private nonprofit corporation recognized by the Internal Revenue Service as a 501(c)(3) organization. It has its own Board of Trustees, officers, employees, offices and records entirely separate from the University. It receives private donations from

many donors to further its mission of support for the University. While these funds are impressed with the charitable purpose of benefitting the University, they are not state funds and should not be referred to as such in the bill, if that is what is intended. If such donations were state funds, then obviously the Foundation could not function, because donors could not be assured that their donations, which would thus be subject to the governmental budget and appropriations process, would support the University. If this is what is intended, the Foundation may as well dissolve and the University conduct fundraising itself as a governmental entity. Such a structure would be unusual among our country's institutions of public higher education.

While it is important that the Foundation be held accountable for our contractual obligations to the University, we must vigilantly protect the integrity of the Foundation and the privacy rights of our donors. Effectively protecting the Foundation's integrity and the privacy of the Foundation's donors is central to the Foundation's effectiveness and provides for the long-term good of the University especially at a time when state funding for higher education is decreasing. Without ironclad assurance of such integrity and privacy, donors, alumni and the universe of stakeholders with whom we work would lose confidence in the Foundation and a willingness to help us expand on the success we currently enjoy.

We have been extremely productive with the revenue we receive from the University, thanks to the hard work of our 64 staff members, 38 of whom are engaged in direct fundraising, including our development officers who are support the 10 campus University system, on four islands. To provide some measure of the productiveness of the Foundation's staff, during the most recent campaign, for a service fee of \$1 million per year for five years, the Foundation received \$134 million in new gifts for the benefit of the University, including over \$33 million in gifts for scholarships, \$55 million for programs that support educational innovation, \$29 million for enhancing university programs as well as \$17 million for support of faculty and other programs. Ninety-eight percent of these gifts are restricted by donor intent. That translates into a return of over \$26 for each dollar invested by the University. It is hard to imagine a more productive use of precious state resources.

By potentially threatening the privacy rights of our donors and of our fundraising function, we believe this bill will jeopardize the success that we have enjoyed and ultimately damage public higher education in Hawaii. I must emphasize that the Foundation's ability to leverage its excellent reputation holds special importance today, given the fact that public institutions of higher education must increasingly rely on private fundraising and less on state coffers and other sources. Going forward, we anticipate that the University will rely more, not less, on the resources provided through the Foundation to fulfill its mission.

To further reassure the Committee, I hasten to add that the Foundation adheres to the best practices and procedures for fundraising promulgated by leading national organizations, including the National Association of College and University Business Officers (NACUBO), the Association of Fundraising Professionals (AFP), the National Committee on Planned Giving, and the Council for Advancement and Support of Education (CASE). All of these organizations set forth guidelines to which the Foundation adheres specifically to avoid the kinds of problems an audit would look for.

X The Foundation also employs a nationally recognized CPA firm to conduct an independent financial audit to ensure that all spending and accounting controls are in place and functioning properly and that the Foundation's accounting conforms to GAAP standards, the results of which are available to the public and the Foundation makes available its IRS Form 990 tax return, of course, as required by law, without donor identification.

With the progress made in accountability and reporting previously mentioned and the detailed reporting required in the amended services contract between University and the Foundation, we believe this bill is no longer needed. First, substantial progress has been made since last session in meeting the concerns originally expressed in Senate Bill 576. In addition, we are in the process of undergoing detailed testing procedures with the Auditor, and revisions to the Services Contract are in their final stages and require only final approval by the Board of Regents. We therefore ask that the Committee on Finance hold this Bill.

The Foundation recognizes that the Auditor continues to support the bill and continues, despite our efforts, to pursue documents out of a sense of what is involved in auditing government, not private entities. While it may be tempting to accede to the Auditor's wishes, we believe that do so would cause irreparable harm to the Foundation and its mission, a legacy that would not serve the needs of our community.

Thank you.

FMIS-4

REVISED 05/01/01

UNIVERSITY OF HAWAII
OFFICES OF
VP FOR ADMIN & CFO

UNIVERSITY OF HAWAII
EMPLOYEE TRAVEL FORM

UNIVERSITY OF HAWAII
OFFICES OF
VP FOR ADMIN

CAMPUS: SW

DATE: 02/07/02

ADVANCE COMPLETION REVISION INTRA-STATE U.S. & TERRITORIES FOREIGN

Social Security Number		Last Name, First Name, Middle Initial	
[REDACTED]		Dobelle, Evan S.	
Payroll No.	B.U. No.	Type	Traveler's Title
F55	87	UH Employee	President
Department		Vendor Code	
Office of the President		V	

ITINERARY
Honolulu - Molokai - Maui - Honolulu

SOURCE OF FUNDS/PURPOSE & JUSTIFICATION FOR TRAVEL
134442 *SN*
To attend site visits and meetings per invitation from the Molokai Chamber of Commerce on 12/10/01 and attend a breakfast at Maui CC with faculty and staff on 12/11/01.

Proposed Depart Date	Proposed Return Date	Actual Depart Date & Time	Actual Return Date & Time
		12/10/01 1:25 pm	12/11/01 10:57 am

	PO No.	ESTIMATED EXPENDITURES (Include PO Costs)			ADVANCE	ACTUAL EXPENDITURES (Out of Pocket - Exclude PO Costs)			Due Traveler/ Owed UH
		Days / Miles	Rate	Amount*	Amount	Days / Miles	Rate	Amount*	Amount
Per Diem				0.00	0.00			0.00	
M&IE				0.00	0.00	0.00	0.00	0.00	
Less Meals				0.00	0.00			0.00	
Lodging				0.00	0.00			0.00	
Air Fare	<i>Coupons</i>			0.00	0.00			0.00	
Taxi/Car				0.00	0.00			0.00	
Mileage				0.00	0.00			0.00	
Registration Fee				0.00	0.00			0.00	
Other				0.00	0.00			0.00	
TOTAL*				0.00	0.00	TOTAL*			0.00

Comments (Purpose/Justification/Revision for Travel)
Aloha airlines coupons provided by Molokai Chamber of Commerce.
Hawaiian Airlines coupon provided by UH for return trip to Honolulu on 12/11/01.
Lodging was paid for by Molokai Chamber of Commerce.
Meals were provided.

Voucher No.	Advance Check No. & Date	Voucher No.	UH Departmental Deposit Doc No. & Date									
ADVANCE			JV to Reverse Advance & Reclassify Actual Expense				CLAIM DUE TRAVELER					
Account Code	Subcode	N	Debit Amt	Account Code	Subcode	Credit Amt	Debit Amt	Account Code	Subcode	PFN	Debit Amt	
TOTAL*			0.00	TOTAL*			0.00	TOTAL*				0.00

APPROVALS - REQUEST/ADVANCE:
I understand that failure to submit the completed Employee Travel Form (for TRAVEL ADVANCES RECEIVED) within 7 working days of the proposed return date of my trip will initiate action by the UH to include this payment in my gross income subject to withholding and taxes, resulting in a reduction to my normal take home pay.

APPROVALS - REIMBURSEMENT/COMPLETION:
I, as traveler, certify that all expenses claimed in this report have been incurred and expended for the purpose of the above-mentioned travel, in accordance with applicable policies and procedures, federal rules and regulations, and applicable State laws.

Traveler	Date	Traveler	Date
		<i>James New Stearns</i>	1/15/02
Approving Authority	Date	Approving Authority	Date
		<i>Charles K. [Signature]</i>	01/30/02
Fiscal Officer	FO Code	Fiscal Officer	Date
Dean/Director/Chancellor/VP/President	Date	Travel Revision-Dean/Director/Chancellor/VP/President	Date

Memorandum

RECEIVED

To: President Dobelle

Jean Imada

From: David Morihara

12/4/01

Re: Molokai Trip

'01 DEC -4 P1:02

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

Flight Plan for President Dobelle

Dec 10 th	Honolulu – Molokai	Aloha Island Air #1146	1:25 – 1:50pm
Dec 11 th	Molokai – Maui	Aloha Island Air #1242	6:45 – 7:10am
Dec 11 th	Maui – Honolulu	Hawaiian Air #131	10:25 – 10:57am

need towa air coupons

Meeting Itinerary

December 10th

Site Visit Maui Community College Farm, Hoolehūa
Site Visit Kulana Oiwī Multiservice Center
Site Visit Molokai Enterprise Community Complex, Kaunakakai
Site Visit Molokai General Hospital & Molokai Dialysis Center
Meeting Maui Community College, Molokai Ed Center

4:00pm Guest Speaker: Dr. Evan Dobelle

4:30pm Q & A

5:00pm End

Meeting Molokai Chamber of Commerce, Molokai Hotel

6:30pm No Host Cocktails

7:00pm Dinner

7:30pm Keynote Speaker: Dr. Evan Dobelle

8:00pm Q & A

8:30pm End "Pau"

December 11th

5:20am Leave Hotel for Airport

6:45am Aloha Island Air Departure for Maui

7:10am Arrive on Maui

8:00am Breakfast at Maui Community College (Juncos: 5/1/1)

9:30am Leave for Airport

10:25am Hawaiian Air Departure for Oahu

REVISED 07/21/03

UNIVERSITY OF HAWAII EMPLOYEE TRAVEL FORM

CAMPUS: SW
DATE: 08/21/03

ADVANCE COMPLETION REVISION INTRA-STATE US & TERRITORIES FOREIGN

Social Security Number		Last Name, First Name, Middle Initial		Document Number	
[REDACTED]		Dobelle, Evan S.		T014028	
Payroll No.	B.U. No.	Type	Traveler's Title	Department	Vendor Code
F55	87	UH Employee	President	Office of the Pres.	V

ITINERARY
Honolulu/Narita/Tokyo/Kyoto/Osaka/Honolulu

SOURCE OF FUNDS/PURPOSE & JUSTIFICATION FOR TRAVEL
134432 SW
Member of Governor's delegation on Aloha Mission to Japan.

Proposed Depart Date	Proposed Return Date	Actual Depart Date & Time	Actual Return Date & Time
10/07/01	10/12/01	10/07/01 9:35 am	10/10/01 7:10 am

	PO No.	ESTIMATED EXPENDITURES (Include PO Costs)			ADVANCE	ACTUAL EXPENDITURES (Out of Pocket - Exclude PO Costs)			Due Traveler/ Owed UH Amount	
		Days / Miles	Rate	Amount	Amount	Days / Miles	Rate	Amount		
Per Diem		5.00	130.00	650.00	0.00	1.25	130.00	162.50		
M&IE				0.00	0.00	2.00	45.00	90.00		
Less Meals				0.00	0.00				0.00	
Lodging		5.00	200.00	1,000.00	0.00				0.00	
Air Fare				0.00					1,000.00	
Tax/Car				0.00	0.00				0.00	
Mileage				0.00	0.00				0.00	
Registration Fee				0.00	0.00				0.00	
Other				0.00	0.00				0.00	
TOTAL*				1,650.00	0.00	TOTAL*			1,252.50	1,252.50

Comments (Purpose/Justification/Revision for Travel)
LODGING PAID BY HAWAII VISITORS BUREAU.

Voucher No.	Advance Check No. & Date	Voucher No.	UH Departmental Deposit Doc No. & Date										
ADVANCE			JV to Reverse Advance & Reclassify Actual Expense				CLAIM DUE TRAVELER UH						
Account Code	Subcode	N	Debit Amt	Account Code	Subcode	Credit Amt	Debit Amt	Account Code	Subcode	PFN	Debit Amt		
								134432	4582	N	252.50		
								134432	4480	N	1,000.00		
TOTAL*			0.00	TOTAL*				0.00	TOTAL*				1,252.50

APPROVALS - REQUEST/ADVANCE:
 I understand that failure to submit the completed Employee Travel Form (for TRAVEL ADVANCES RECEIVED) within 7 working days of the proposed return date of my trip will initiate action by the UH to include this payment in my gross income subject to withholding and taxes, resulting in a reduction to my normal take home pay.

APPROVALS - REIMBURSEMENT/COMPLETION:
 I, as traveler, certify that all expenses claimed in this report have been incurred and expended for the purpose of the above-mentioned travel, in accordance with applicable policies and procedures, Federal rules and regulations, and applicable State laws.

Traveler _____ Date _____
 Approving Authority _____ Date _____
 Fiscal Officer _____ FO Code _____ Date _____
 Dean/Director/Chancellor/VP/President _____ Date _____

Traveler Evan S. Dobelle Date AUG 21 2003
 Approving Authority [Signature] Date 8/21/03
 Fiscal Officer [Signature] FO Code 074 Date 8/21/03
 Travel Revision-Dean/Director/Chancellor/VP/President _____ Date _____

UNIVERSITY OF HAWAII EMPLOYEE TRAVEL REQUEST/COMPLETION REPORT

CAMPUS: SW

DATE: 10/04/2001

REVISION

INTRA-STATE

OUT-OF-STATE

FOREIGN

Social Security No. 267-74-5361			Last Name, First Name, Middle Initial Dobelle, Evan S.		Document No. T 014028
B.U. No. 87	P. R. No. F55	Type UH Employee	Traveller's Title President, University of Hawaii		
Proposed Depart Date 10/07/2001		Proposed Return Date 10/12/2001	Department Office of the President		

ITINERARY
Honolulu/Narita/Tokyo/Kyoto/Osaka/Honolulu

SOURCE OF FUNDS / PURPOSE & JUSTIFICATION FOR TRAVEL
1-34432 SW
123-7550-4 UHF
Member of Governor's delegation on Aloha Mission to Japan.

Estimated Travel Costs (TRAVEL REQUEST)					ADVANCE	
					ACCOUNT CODE	AMOUNT
Per Diem Rate	\$ 130.00	x Days	5.00	=	\$ 650.00	
Excess Lodging	\$ 200.00	x Days	5.00	=	\$ 1,000.00	
Air Fare (P.O. #)	<u>PC34777</u>			=	\$ 0.00	
Taxi/Car (P.O. #)				=	\$	
Conference Fee (P.O. #)				=	\$	
Other				=	\$	
TOTAL					\$ 1,650.00	
					TRAVEL-ADVANCE REQUESTED	\$ 0.00

APPROVALS - REQUEST/ADVANCE:			APPROVALS - COMPLETION:		
<p>I understand that failure to complete the Travel Completion Report (for TRAVEL ADVANCES RECEIVED) within 7 working days of the proposed return date of my trip will initiate action by the UH to include this payment in my gross income subject to withholding and taxes, resulting in a reduction to my normal take home pay.</p>			<p>I, as traveller, certify that all expenses claimed in this report have been incurred and expended for the purpose of the above-mentioned travel, in accordance with applicable policies and procedures, federal rules and regulations, and applicable State laws.</p>		
Traveller	<i>[Signature]</i>	Date 10/4/01	Traveller		Date
Supervisor/Approving Authority	<i>[Signature]</i>	Date OCT - 5 2001	Approving Authority		Date
Dean/Director/Chancellor/VP/President	<i>[Signature]</i>	Date 10/28/01	Fiscal Officer	Code 014	Date
Fiscal Officer		Date			