



# HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

## Request for Guidance Regarding Travel Expenses Paid By Non-State Entities

The State Ethics Code prohibits a legislator or an employee from accepting any gift, including in the form of travel, under circumstances in which it can be reasonably inferred that the gift is offered to influence or reward the legislator or employee.<sup>1</sup> The State Ethics Code also does not allow a legislator or employee to accept “unwarranted” privileges, including travel-related benefits.<sup>2</sup> The State Ethics Commission offers guidance to legislators and employees about whether the State Ethics Code may prohibit them from accepting offers to pay for travel-related expenses. If the Commission is provided with all of the relevant information about the offer to pay for travel-related expenses, a legislator or employee is able to rely upon the guidance issued by Commission staff. **For that reason, it is incumbent on the legislators and employees who request guidance to completely respond to each question and to provide a thorough explanation and/or justification, where appropriate. Attach additional sheets if needed.**

### I. Employee Information:

Name:

Position:

Department/Agency:

Telephone No.:

Email:

### II. Information Regarding Entity Offering To Pay For Travel:

Name of entity:

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<sup>1</sup> Haw. Rev. Stat. § 84-11.

<sup>2</sup> Haw. Rev. Stat. § 84-13.

Describe any official business that the entity has with your state agency, including contract(s) that the entity has, is soliciting (whether as part of a competitive process or otherwise), or is reasonably likely to solicit in the foreseeable future (whether as part of a competitive process or otherwise):

**For Legislators Only:**

Does the entity lobby the Legislature and/or employ lobbyists who are registered with the State Ethics Commission?    Yes        No

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**III.    Travel and Other Travel-Related Expenses:**

Destination (where are you going):

Dates of travel:

    When are you leaving

    When are you returning

Estimated costs (include all expenses to be paid by the offering entity):

    Airfare:

    Hotel/Lodging:

    Meals:

    Ground Transportation:

    Registration or Other Fees:

    Other (please describe):

If this trip includes an offer to pay for airfare, please indicate whether you be traveling:  
    first class                      business class                      coach/economy class

If the State of Hawaii is paying for any costs relating to your travel, describe:

Not Applicable

If any family members, relatives, or guests are accompanying you on this trip, identify: (1) the people by name and relationship to you; and (2) who will pay the person's travel-related expenses:

Not Applicable

If you plan to go anywhere else while on this trip or to extend the travel, describe:

Not Applicable

a. Who is paying the additional costs:

Not Applicable

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**If the travel relates to a conference, program or other similar event (collectively "event"):**

Name of the event:

Name of the organization sponsoring the event:

Date(s) of the event:

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**IV. Your Relationship With/Official Duties Vis-à-vis the Offering Entity:**

Describe all interaction that you have with the entity which is offering to pay your travel-related expenses, describe:

Not Applicable

If you, your subordinates, or others in your agency have taken, are taking or will reasonably likely take action that has affected, is affecting or may affect the entity and/or the entity's business interests, describe:

Not Applicable

If there is any other matter currently pending with your agency that affects or may affect the entity and/or the entity's business interests, describe:

Not Applicable

If you previously accepted any other gift of travel (i.e., airfare and other travel-related costs) from this entity, describe (please include the date of the travel, the destination, the cost, and the purpose of the travel):

Not Applicable

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**V. State/Business Purpose:**

Describe the purpose of the trip:

Specifically describe your official duties and how the purpose of the trip relates to those duties (i.e., what is the state benefit associated with your participation in the travel):

If you previously spoke to a member of the State Ethics Commission staff about this trip, identify the staff member and the date of the discussion:

Not Applicable

Please attach with your answers to these questions all relevant material and correspondence from the entity about the offer of the trip and the purpose of the trip, including the trip itinerary and any program agenda.

Please note that if this trip is deemed a “gift of travel” and you are allowed to accept it, you will be subject to the provisions of the Gifts Reporting Law, HRS section 84-11.5. Information on the reporting of gifts may be obtained through the State Ethics Commission’s website at [http://ethics.hawaii.gov/gifts\\_form/](http://ethics.hawaii.gov/gifts_form/).

Thank you for your responses to these questions. We realize that responding to them may appear overly burdensome; however, the information is necessary for us to make an informed determination with respect to your request.

If you have any questions regarding the above, please do not hesitate to contact us at (808) 587-0460.