

During our last PCard audit, Maui College had a finding
"Airfare being purchased before travel has been approved"

To be in compliant with the UH Administrative Procedures (regarding travel), UH PCard policy, our latest audit finding and the most recent County PCard audits, Maui College is making a change to the purchasing of airfare for both intra island travel and out of state/international travel.

For intra-state: Prior (Supervisory) approval will be required before purchasing airfare.

For out-of-state and international travel: Prior (Supervisory AND Vice Chancellor/Chancellor) approval will be required before purchasing airfare.

If PCard will be used to purchase airfare, then Fiscal Administrator prior approval will be required as well.

For the sake of being consistent across the campus, a template will be provided to all, that can be emailed to your supervisors/VC/Chancellors requesting that approval.

Please feel free to contact Misti if you have questions.