



**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH**  
LEAHI HOSPITAL  
3675 KILAUEA AVENUE, TROTTER BUILDING  
HONOLULU, HAWAII 96816-2333  
Phone: (808) 733-9210  
Fax (Administration): (808) 733-9216  
Fax (Billing/Medical Records): (808) 733-8332

In reply, please refer to:  
File:

EMSIPSB 19-42

April 3, 2019

**TO:** EMSIPSB Travelers and Travel Coordinators  
**FROM:** Dr. Alvin Bronstein <sup>ACB</sup>  
**RE:** EMSIPSB Travel Procedures

Attached are new procedures for travel that apply to both EMSIPSB staff and non-EMSIPSB individuals who participate in regularly scheduled meetings held in Hawaii.

These procedures are intended to increase efficiency in pre- and post-travel processing of requests and reimbursements. We want to reduce any unnecessary effort spent on travel-related issues.

We all need to become familiar with the procedures and support the staff who are charged with following them. There are several things you can do to make sure that these procedures work, including:

- **For EMSIPSB Staff who host meetings:**
  - Send out a notification and agenda of the meeting at least one month before the scheduled date so travelers have advance notice and can initiate their paperwork.
  - Send out reminder notices at least 10 business days prior to the meeting.
- **For All:**
  - Comply with all set timelines and not ask for any deviation.

Thank you for your assistance as we move forward to make these changes.