BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
SEP 5 9 34 AM '95

SAM CALLEJO
COMPTROLLER
PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

September 1, 1995

COMPTROLLER'S MEMORANDUM 1995-25

TO: Heads of Departments

SUBJECT: Procedures for Parking Reimbursement

With reference to memorandums issued by the Department of Personnel Services on May 3, 1989, January 11, 1990, and July 23, 1990 regarding subject matter, whenever employees in Bargaining Units 02, 03, 04, 09, or 13 (including excluded counter-parts) are required to provide their personal automobile for work as a condition of employment as determined by the Employer, such employees shall be entitled to parking reimbursement benefits as provided in the applicable collective bargaining agreements or Executive Order.

In general, departments are required to identify positions which require the use of personal automobile as a condition of employment, determine if such employees are entitled to applicable parking reimbursement, and other related tasks. One specific task includes the inquiry with DAGS Automotive Management Division for the assignment of a Central Motor Pool vehicle for each position entitled to parking benefits.

Agencies which have previously submitted requests for vehicles for identified positions may wish to resubmit a request at this time. Vehicles currently available for rental include sub-compacts, compacts, and intermediates. A new rental schedule, recently disseminated to all departments, substantially reduces the monthly rate for older vehicles. Attached is a copy of the new rates.

SEP 8 1995 (10)

With the availability of vehicles, agencies may reduce parking reimbursements to employees which is currently $29.50 and $17.50 per month for covered and uncovered stalls, respectively. Any increase in the parking rates will add to the department's reimbursement portion.

If you are interested in renting a vehicle, please submit a request in writing to our Automotive Management Division. If there are any questions, please call Mr. Harold Sonomura at 586-0343.

SAM CALLEJO
State Comptroller

Attachment

AUTOMOTIVE MANAGEMENT DIVISION
MOTOR POOL BRANCH
RENTAL RATES EFFECTIVE OCTOBER 1, 1995

| 4-DOOR SEDAN VEHICLE CLASS | MONTHLY RATE |
|---|---|
| Sub-compact (Tercel, Neon, Cavalier) | |
| Under 6 years old | $450 plus $0.18/mile over 400 miles |
| Over 6 years old | $220 plus $0.18/mile over 400 miles |
| Compact (Corsica, Sonata) | |
| Under 6 years old | $480 plus $0.20/mile over 400 miles |
| Over 6 years old | $230 plus $0.20/mile over 400 miles |
| Intermediate (Lumina, Taurus) | |
| Under 6 years old | $520 plus $0.25/mile over 400 miles |
| Over 6 years old | $250 plus $0.25/mile over 400 miles |
| Daily Rentals | |
| Sub-compact | $20/day No mileage charge |
| Compact | $25/day No mileage charge |
| Intermediate | $30/day No mileage charge |

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STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION

DIRECTOR'S OFFICE
DEPT. OF TRANSPORTATION
SEP 11 2 25 PM '95

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Suspense 9-18-95

Date: SEP 0 5 1995

FROM: DIRECTOR

SUBJECT completed

TO:
- ☐ DIR
- ☐ DEP-JM
- ☐ DEP-GO
- ☐ DIR-Z
- ☐ DIR-P
- ☐ PER
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- ☐ STP
- ☐ AIR
- ☐ HAR
- ☐ HWY
- ☑ BUS
- ☐ BUS-F
- ☐ BUS-O
- ☐ CON
- ☐ CSS
- ☐ LEG
- ☐ VIP
- ☐ _____

FOR:
- ☑ Appropriate Attention & Action
- ☐ Arrange Meeting
- ☐ Investigate and Report Back
- ☐ Comments & Recommendations
- ☐ Draft Reply
- ☐ Direct Action/Reply
- ☐ Information
- ☐ See Me
- ☐ Signature
- ☐ Submit Copy of Response
- ☑ File
- ☐ Review
- ☐ Return
- ☐ Phone Call _____ # _____

Nora -
please make distribution to
AIR, HAR, HWY
staff offices,
file.

Specific Response is not necessary -
[illegible]

Shige
#1308 completes
file. Thanks Nora

DO NOT REMOVE FROM CORRESPONDENCE