



AIR AND GROUND TRANSPORTATION PROCEDURES

1. Attendees must have prior approval for air and ground transportation for attendance to GBA meetings and events by appropriate GBA supervisor.
2. GBA does not make arrangements for air or ground transportation.
3. Air travel expenses incurred are on a reimbursement basis. Receipts for reimbursement are submitted to the office along with a signed, **CHECK AND REIMBURSEMENT REQUEST FORM**.
4. Ground transportation expenses (taxi, car rental, etc.) are also on a reimbursement basis. Note: Car pooling is requested for taxi or car rental arrangements.
5. Reimbursements are approved based on Good Beginnings Alliance policy of most affordable prices secured.
6. Reimbursement requests may be faxed, emailed or mailed to GBA.
7. Requests for reimbursements will be processed and checks mailed in 2-3 weeks depending upon when they are received.
8. For any further questions, please contact:
Lloyd Kaneshige, Chief Financial Officer
Phone: 808-531-5502 or
Email: lkaneshige@goodbeginnings.org

Good Beginnings Alliance
33 So. King Street, Suite 200
Honolulu, HI 96813
Phone: 808-531-5502
Fax: 808-531-5702
Email: gba@goodbeginnings.org