

# Travel Policy

## **Rationale:**

The Board agrees to ensure that the travel expenditure is for the purpose of school's business, and the College obtains an acceptable benefit from the travel when considered against the cost. It also agrees that expenses are reimbursed on an actual and reasonable basis and staff who are required to travel on business do not suffer any negative financial effect.

## **Goal:**

To ensure that travel expenditure incurred by the College must clearly be linked and be advantageous to the business of the College.

## **Objective:**

There are transparent processes for making travel arrangements

## **Guidelines:**

- 1) Under no circumstances may staff members approve their own travel.
- 2) All bookings for international and domestic travel are to be conducted through the College's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
- 3) The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a school need. Travel within New Zealand is to be authorised on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal).
- 4) All domestic air travel is to be economy class.
- 5) All international travel should be identified within the approved portfolio budgets and documented in the portfolio development plans.
- 6) Where international travel is required but not previously documented authorisation from the line manager is required.
- 7) All international air travel is to be economy class except where the use of air-points is used to upgrade the travel.
- 8) Staff should travel by the most direct route unless scheduling or cost dictates otherwise.

- 9) If a staff member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.
- 10) ITM travel will be reimbursed from the ITM monies tagged by the MoE for this purpose.

**Objective:**

To provide actual and reasonable reimbursement of expenses.

**Guidelines:**

- 11) The reimbursement for business related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge".
- 12) For travel within New Zealand, actual and reasonable expenses will be met for all staff according to the conditions of Section 7: Travelling Allowances, Reimbursements and Expenses of the PPTA Secondary Teachers Collective Agreement, or Part 5: Expenses and Allowances of the Support Staff Collective Agreement.
- 13) All personal expenditure is to be met by the staff member.
- 14) All receipts must be retained and attached to the reimbursement claim.
- 15) For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the College.

**Objective:**

For discretionary travel benefits accrued to be used on behalf of the college.

**Guidelines;**

- 16) Significant travel benefits, including airpoints and loyalty scheme rewards/points, accrued from official travel are only to be used where possible for subsequent travel on behalf of the College.
- 17) The College will not meet expenses incurred on behalf of a spouse or travelling companion.

Approved by: St Gordon

Designation: BOI Chairperson

Date Approved: 5<sup>th</sup> March 2019

Review Date: 2 years