

## **TRAVEL POLICY**

**(Nag 4)**

### **RATIONALE:**

1. The Board agrees that it has a responsibility to ensure that travel expenditure incurred by the College must clearly be linked to the business of the College (including international marketing and professional development of staff) and that expenditure is prudent and within budget. The Board has agreed on the fundamental principles of this Policy and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. This Policy must be read in conjunction with other Board Policies and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.
3. The Board recognises that travel on school business, particularly international marketing, is stressful and tiring.

### **PURPOSE:**

The Board agrees to ensure that:

- the travel expenditure is on the Board's business and the School obtains an acceptable benefit from the travel when considered against the cost;
- expenses are reimbursed on an actual and reasonable basis;
- staff who are required to travel on business do not suffer any negative financial effect.

### **GUIDELINES:**

- Under no circumstances may any staff member approve their own travel expenditure claim.
- All booking for international and domestic travel is to be conducted through the School's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
- A third-party travel management company may be nominated by management as the preferred vendor to be represented in all quotes for accommodation, flights and rental cars. Booking with a supplier other than the preferred vendor should be made only if the latter is unable to match the other suppliers' quote on the exact same travel details.
- Travel bookings are not to be made using personal cheques or personal credit cards.
- Travel should always be booked at least 14 days ahead of the travel date unless there are exceptional circumstances.

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*Travel within New Zealand:*

- All domestic air travel is to be the lowest applicable economy class.
- For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
- For expenditure incurred in New Zealand a GST invoice should be supplied to ensure that GST can be reclaimed by the College.

*International travel:*

- Prior to international travel being undertaken, the traveller must be given a copy of this Policy.
- International travel should be identified and approved by the Board in the Annual Budget (marketing budget).
- Individual proposals which fall outside this criteria must be put to the Board detailing the purpose of the trip, the expected benefit to the Board which will arise from the trip and an estimate of the costs of the trip.
- All international travel should be reviewed and approved by the Principal. The Principal's travel should be approved by the Board Chairperson unless there are exceptional circumstances.
- At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the College of the trip. This report shall be made available to the Board of Trustees within six weeks of return from the trip.
- Airfares should be booked at the lowest applicable and practicable rate for the route required. The Principal has the authority to approve a more expensive fare should the trip require it, based on duration of travel and work requirements during the trip.
- Staff should opt for good but not superior accommodation.
- When using rental cars, staff should opt for good but not superior model vehicles.
- Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the Inland Revenue Department.
- 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".
- All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies and private phone call charges which are to be paid separately by the travelling staff member.
- All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
- All expenditure to be reclaimed needs to have a receipt.

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- Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The expenditure can be reimbursed provided there is no doubt about its nature or the reasons for it.
- Travel benefits, including air points and loyalty scheme rewards/points (Flybuys, Global, etc.), accrued from official travel are only to be used for subsequent travel on behalf of the College. They should not be redeemed for personal use.
- Staff must travel by the most direct route unless scheduling dictates otherwise.
- The School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the College did in no way incur additional expenditure.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
New 25/9/2007	6/11/07	4/12/07	By Richard Griffin, Board Chairperson
Under review 17/6/08		2/9/08	By Richard Griffin, Board Chairperson
21/9/10	2/11/10	7/12/10	By Rob Gosling, Board Chairperson
10/11/15		1/12/15	By Robyn van der Sande, Board Chairperson
15/10/17 Under Review		7/2/18	By Robyn van der Sande, Board Chairperson