

6.4 School Travel

Statement of Intent

The Board agrees that it has a responsibility to ensure that travel expenditure incurred by the School must clearly be linked to the business of the School

Board Expectations

The Board agrees to ensure that:

- Staff who are required to travel on business do not suffer any negative financial effect.
- Expenses are reimbursed on an actual and reasonable basis.
- When travelling in New Zealand, staff should request a GST receipt and attach that to the travel claim. The claim is to be authorised on a one-up basis.

Staff members may not approve their own travel.

All booking for international and domestic travel is to be conducted through the School's All of Government purchase procedures. This includes the booking of accommodation, flights and rental cars.

The Principal will make this policy available to all staff.

Reimbursement of Expenses

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".

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

Other than such expenses that are covered in the approved trip budget, all personal expenditure is the responsibility of the staff member. Examples of this are alcohol purchases, in house movies, laundry and private phone call charges.

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Supporting Documents

Travel on Board Business e.g. Marketing.

For any travel expenditure on the Board's business, the School should obtain an acceptable benefit from the travel agent when considered against the cost.

Travel within New Zealand

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).

All domestic air travel is to be economy class.

International Travel

Prior to any international travel being undertaken, the traveller must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

All international travel should be authorised by the Board before it is commenced. A proposal 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. The Board will approve the travel in writing.

Following the trip, the traveller must submit a trip report, detailing the costs, activities undertaken and the benefits of the trip, to the Board.

All international air travel is to be economy class.

Business class travel may be approved, where the Board considers appropriate, for travel more than 10 continuous hours in duration.

A rest period of 24 hours before commencing work is permitted if a staff member has a travel time in excess of 20 hours.

Accommodation

Staff should opt for good but not superior accommodation.

Staff, who stay privately, will be reimbursed, on production of receipts, for koha or for the cost of a gift given to their hosts. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift.

Vehicles

When staff use rental cars, they should opt for standard model vehicles.

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Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the STCA.

If taxis are used, staff should book this through the school office or obtain a receipt and seek reimbursement as part of an expense claim.

Discretionary Travel Benefits

It is the Board's expectation that travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global, etc), accrued from official travel should only be used for subsequent travel on behalf of the School.

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 travel companion.

School Trips

All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose and include an estimate of costs. The Board will approve the travel in writing.

Following the trip, the traveller must submit a trip report detailing the costs, activities undertaken and the benefits of the trip, to the Board.

All overseas trips should be cost neutral to the School including relief teacher costs.

Other than such expenses that are covered in the approved trip budget, all personal expenditure is the responsibility of the staff member. Examples of this are alcohol purchases, in house movies, laundry and private phone call charges.

The School will not meet expenses incurred on behalf of a spouse or travel companion.

Delegations

The implementation of this policy is delegated to the Senior Leadership Team.

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