

#12 N.A.G FOUR: - Asset Management

Travel Policy

To ensure that travel expenditure is on the Board's business, the School obtains an acceptable benefit from the travel when considered against the cost and staff required to travel on business do not suffer any negative financial effect.

Travel Bookings

1. The Board accepts applications from staff related to professional development and/or school business that involves the need to travel outside the Auckland Region and/or NZ.
2. Staff seeking school support, need to prepare a proposal detailing the purpose of the trip, the expected benefit to the school which will arise from the trip and an estimate of the costs of the trip.
3. Travel arrangements should be authorised by the Principal (or the Board Chair in the case of the Principal) before they have commenced.
4. Prior to 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.
5. All domestic air travel is to be economy class.
6. For international travel more than 10 continuous hours in duration, business or premium economy class travel may be approved by the Board.
7. 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.
8. At the end of the trip, 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 School.

Accommodation

1. Staff should opt for good but not superior accommodation and must be prepared to justify exceptions to this rule to the Board.
2. Staff who stay privately will be reimbursed on production of receipts for the cost of a gift/koha given to the people they have stayed with. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift. (Refer Gift Policy)

Vehicles

1. When using rental cars, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board.
2. Use of private vehicles must be approved by Principal (or Board Chair) prior to travel.
3. Reimbursement will be at the rate specified in the relevant employment agreement.



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4. If taxis are used, then staff should pay for the taxis out of their own pocket and then seek reimbursement unless they are a holder of a school credit card. Reimbursements are to be made through petty cash or as part of an expense claim.

Reimbursement of Expenses

1. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. All personal expenditure is to be met by the staff member. (e.g. mini bar purchases, in house movies, laundry).
2. All invoices and receipts must be retained and attached to the travel expense claim. The claim is to be authorised by the Principal (or Board Chair).
3. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure the school can reclaim that GST.
4. Authorisation can still be given for expenditure less than \$50 where there is no receipt, when 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.
5. For international travel expenditure a per day meal allowance should be agreed with the Board prior to travel taking place.

Discretionary Travel Benefits

1. Travel must be by the most direct route unless scheduling dictates otherwise.
2. The School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a companion travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School did not incur additional expenditure.

Signature Section for Travellers

I have read and understood this policy and agree to abide by it.

(Signed)

(Name)

(Date)

Ratified by Board

Signed G. Houlker

Date 16/3/23