



ST THOMAS'S
SCHOOL

Travel Policy

Travel Expenditure

The Board recognises that travel is necessary for some staff, including overseas travel for international marketing and professional development.

The Board ensures that any school travel expenditure is clearly linked to the business of the school and does not provide unreasonable personal benefit to a particular individual or group. Before approving travel expenditure, the Board or their delegate considers if the cost of proposed travel is reasonable and justified by the expected benefits to the school. The Principal is delegated by the Board to manage and monitor processes for travel expenditure.

Approval

Staff should seek approval from the Board or Principal in writing, detailing the purpose of the trip, benefits to the school, and expected budget. Domestic travel, including transport and accommodation, is authorised by the Principal for staff and the international travel is approved by the Board.

Travel Arrangements

Staff should make transport and accommodation arrangements that are practical, cost effective and within budget.

Transport

When organising transport for school-related travel, staff must:

- plan a route that is as direct as possible (within budget limitations), without unnecessary stops
- travel in economy class when flying, unless there are exceptional circumstances that have been approved by the Board (for travel over 10 hours, where the staff member is expected to work the next day, premium economy may be permitted). For flights exceeding 10 hours, business class travel may be permitted for the Principal, subject to prior Board approval. In making such decisions, the Board will consider public perception and community expectations. The Board will also ensure appropriate use of school funds by reviewing the fare difference between premium economy and business class and confirming that any additional cost remains reasonable.
- keep receipts for transport expenses where the amount is not known in advance (e.g. taxis)
- choose good but not superior rental cars that are appropriate to the nature of travel.

If staff use of private vehicles for school business is required, this is approved on a one-up basis. Reimbursement is at the rate specified in the relevant employment agreement.

If transport fines (e.g. parking or traffic offences) are incurred while on school business, the driver is responsible for the cost of the fine and this will not be reimbursed by the school.

Accommodation

Staff should opt for good but not superior accommodation and must be prepared to justify exceptions to this rule to the Board e.g. conference facilities available, internet access, availability of smoke free rooms, proximity to where business will be transacted, staying in the same facilities as the travel marketing group. (The Board recognises that the accommodation should meet the staff members needs regarding health and safety, especially in accommodation in some overseas countries).

- Staff must seek approval before arranging private accommodation, particularly to confirm the cost of any reimbursement or koha for their hosts.
- Costs for accommodation and any intended reimbursement or koha must be confirmed before travel commences.

Meals

If it is reasonable to reimburse staff for meals, the Board is guided by employment agreement rates of reimbursement or otherwise sets a reasonable and appropriate limit for meal-related reimbursement.

Reimbursement

If St Thomas's School staff are required to travel on school-related business, the board aims to prevent personal financial burden to staff members. Personal expenditure (e.g. mini bar) must be met by the staff member and will not be reimbursed by the school. The school does not cover travel expenses of travelling companions (e.g. spouses). If a staff member travels with a non-school companion, the school reviews expenses to ensure additional expenses are not reimbursed.

The Board or their delegate will reimburse actual and reasonable school-related travel expenses (for both domestic and international trips). These expenses should have been pre-approved as part of expected travel plans. The Board or their delegate has discretion to reimburse unforeseen expenses if the staff member can justify that the expense was required to complete school-related business. Reimbursement claims must be supported by appropriate documentation (e.g. receipts, or GST receipts/tax invoices).

Overseas Travel

The approval, arrangement and reimbursement conditions above also apply to overseas travel. The board takes extra care when considering whether costs associated with overseas travel are reasonable and justified.

Staff should apply to the board for any overseas travel in writing. This application may first be presented to the Principal for approval. Travel applications should include the purpose of the trip and an estimate of trip costs, including appropriate travel insurance. Before approving overseas travel, the board considers:

- whether there is reasonable justification for the expense
- how the expense would support the school and its students.

The Board minutes whether they have approved the application.

On completion of the trip, the staff member must prepare a trip report, which details the costs incurred during the trip and the benefits to the School of the trip.

The Board recognise that when marketing the school overseas for international students that the staff member may need to work during term holidays or weekends. These days can then be considered days in lieu and can be taken as leave at appropriate times. The Board may grant the Principal a recovery time after travelling overseas before returning to school. This would be expected to be a minimum of 2 days and the Principal should be urged to take this time.

Ratified by Board
Signed _____
Date <u>27 2 2026</u>

Reviewed: February 2026

Next Review: February 2029
