



## **MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY**

### **TRAVEL**

#### **Rationale**

The Board of Trustees ensures that travel expenditure incurred by the school is clearly linked to the business of the school. The principal has responsibility for the implementation of the following guidelines:

- any travel expenditure is on school 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

#### **Purpose**

- No staff member approves their own travel
- All booking arrangements for any travel are conducted through the school's normal purchase procedures

#### **Guidelines**

##### **Travel within New Zealand**

- The justification for travel within New Zealand is documented and must relate to school business. 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**

- Any international travel is authorised by the board before it is commenced. A proposal is 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's decision will be recorded in the monthly minutes.
- At the end of the trip overseas, the traveller prepares a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the school.
- 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.

##### **Accommodation**

- Staff book 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 the people they have stayed with. Prior to the travel the staff member must receive authorisation on-one up basis for the value of the intended gift/koha

### **Vehicles**

- When using rental cars, staff choose good but not superior models vehicles
- Use of private vehicles reimbursement is at the rate specified by the relevant employment agreement.
- If taxis are used, and a taxi chit has not been used, the staff should pay for the taxi out of their own pocket, obtain a receipt, and seek reimbursement using an expense claim form.

### **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 basis such as the commute between home and work.
- All personal expenditure is to be met by the staff member. Examples of this are mini bar charges, in house movies, laundry and private phone call charges, which are to be paid separately by the travelling staff member.
- All original receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.

### **Discretionary Travel Benefits**

- Staff must travel by the most direct route unless scheduling dictates otherwise
- The school does 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 school did in no way incur additional expenditure.

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 19/03/2018