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| Purpose | To ensure that all travel expenditure incurred is clearly linked to the business of name of service. |
| Scope | This policy applies to all staff, including contractors, management and Board/Directors of name of service. All staff will be advised of the requirements of this policy on orientation to the service and ongoing as appropriate.  |
| References[[1]](#footnote-1) |
| Service Documents | Sensitive ExpendituresCredit card useKoha and donationsPrevention and management of theft and fraudCash and Cheque Management |
| Definitions: Actual and reasonable expenses | 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 personal expenditure for lunch would not be reimbursed unless it is greater than would normally be incurred.  |

Travel expenditure decision making principles

Before the travel occurs

Governance/management authorised person

Staff that are required to travel on business do not suffer financial loss due to the travel.

Is an acceptable benefit obtained from any travel in relation to the cost?

name of service will not meet the expenses of a spouse or travelling companion.

All travel must be by the most direct route unless scheduling dictates otherwise.

Travel Benefits

If a person does travel with the employee, a reconciliation of expenses should clearly demonstrate that no additional expenditure was incurred by name of service.

Arranging travel processes

Before the travel occurs

Manager/governance

All bookings, including flights, accommodation and rental cars must be made in line with the purchase procedures

Vehicles

Accommodation

Travel

* Of a good quality but not superior model.
* Use of private vehicles may be approved by the employee’s manager, and reimbursed at the specified [IRD rate.](http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/emp-deductions-allowances-mileage.html)
* Reasonable taxi costs will be reimbursed through petty cash or via expense/ travel claim.

Hotel/Motel:

* of a good but not luxury standard

All travel:

* To be authorised by ….. prior to any bookings.
* Travel is to be by economy class.

Private accommodation:

* Staff who stay privately will be reimbursed on production of receipts for koha or the cost of a gift given to the people stayed with.
* Authorisation for the value of the intended koha/ gift should be obtained prior to travel.

International Travel

* A proposal must be submitted detailing the purpose of the trip, expected benefit and an estimate of the costs involved.
* If a staff member has a travel time without stopover in excess of 20 hours, a rest period of 24 hours before commencing work is required.
* The ……… will approve the travel in writing.



Reimbursement of expenses by travel claim

* Actual and reasonable expenses will be reimbursed on production of receipts. For NZ expenses GST receipts must be obtained.

# Consultation

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| Group/Role | Date |
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1. #  Acknowledgment: information in this template has been adapted from Model School financial policies http://www.minedu.govt.nz

 [↑](#footnote-ref-1)