

Travel and Accommodation Policy

Relevant Legislation	Public Finance Act 1989 Crown Entities Act 2004 Education and Training Act 2020 Serious Fraud Office Act 1990
Relevant Government Policy	National Administration Guideline 4
Industrial Relations	Area kura Collective Employment Agreement
Responsibility for Policy	Board, Manukura and Risk & Finance (RAF) Committee
Application	This policy applies to all kaimahi with delegated authority to incur expenditure on behalf of Haeata Community Campus.
Current version	March 2022
Next Review Date	November 2022

1. Policy Statement

All kura have a responsibility to ensure that all expenditure Operations Grant Spending is clearly linked to the business of the kura and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals. At times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. The Travel and Accommodation Policy encompasses expenses in relation to travel (especially international travel). Any and all expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval.

2. Purpose

The Travel and Accommodation Policy provides guidance and establishes procedures for all kaimahi incurring approved expenditure on behalf of Haeata Community Campus when travelling nationally and internationally.

3. Parties

This Policy applies to the Board and as well kaimahi employed by the Haeata Community Campus Board who accept the terms and conditions of their respective Collective Employment Agreements; and have a signed letter of offer and a signed letter of acceptance as required by the Employment Relations Act 2000.

4. Travel and Accommodation Approvals

Travel within New Zealand is to be authorised by the Manukura. Approval by the Manukura shall only be given following the presentation of a travel proposal and budget. International travel shall be authorised by the Board. A proposal for international travel must be put to the Board detailing the purpose of the trip, the expected benefit to the kura which will arise from the trip. The Board will approve the travel in writing. All travel arrangements shall adhere to the Ministry of Education advice relating to [kura trips overseas and exchanges – Education in New Zealand](#). Under no circumstances may kaimahi approve their own travel. All bookings for international and domestic travel are to be conducted through the kura's approved purchase procedures. This includes the booking of accommodation, flights and rental cars.

5. Insurance
All travel shall have appropriate travel insurance cover.
6. Justification for Travel
All travel within New Zealand or internationally is to be transparent, relate to a kura, goals, aspirations and needs and shall be documented.
7. Domestic Travel
Where at all possible all travel will be on the national carrier - Air New Zealand. All domestic air travel is to be economy class.
8. International Travel
Where at all possible all travel will be on the national carrier - Air New Zealand. All international travel, where the flight time is less than 10 hours, is to be economy class. If kaimahi have a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before returning to kura is permitted.
9. The Manukura and Manukura Tuarua are entitled to Koru Club membership.
10. Reporting
Upon return all travellers shall prepare a full trip report for the Manukura which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the kura of the trip.
11. Travel Involving Ākongā
12. Accommodation
All accommodation shall be safe, clean and of a standard commensurate with professional expectations. Kaimahi may elect to stay privately and shall be reimbursed on production of receipts for koha or for the cost of a gift given to the host they have stayed with. Koha may not exceed the equivalent cost of motel or hotel accommodation. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift. (Refer to [220312 - Sensitive Expenditure](#)).

13. Use of Vehicles

When using rental cars kaimahi should opt for good but not superior model vehicles.

Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified in the [Area Schools Teachers' Collective Agreement 2019-2022](#). If taxis are used kaimahi shall obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

14. Reimbursement of Expenses

The reimbursement for business related travel expenses is on the basis of actual and reasonable costs - see [Part Six: Travelling Allowances, Reimbursements and Expenses – Education in New Zealand](#). For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day-to-day costs. Kaimahi may not claim expenses while travelling unless the costs are greater than that normally incurred. All personal expenditure is to be met by kaimahi. No mini bar purchases, in-house movies, laundry or private phone call charges may be claimed, instead these shall be paid separately by travelling kaimahi. All receipts must be retained and attached to the travel claim completed upon return to the kura. The claim is to be authorised by the Manukura. An invoice is required for expenditure incurred in New Zealand of value greater than \$50 GST inclusive to ensure that GST can be reclaimed by the kura. The Manukura may at their discretion authorise expenditure less than \$50 where there is no receipt, for example if 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.

15. Discretionary Travel Benefits

Travel benefits, including Airpoints and loyalty scheme rewards/points (Fly Buys, Global, etc), accrued from official travel are only to be used for subsequent travel on behalf of the kura. They should not be redeemed for personal use. Kaiawhina shall travel by the most direct route unless scheduling dictates otherwise. The kura shall **not** meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with kaimahi, a reconciliation of expenses should clearly demonstrate that the kura did in no way incur additional expenditure.

16. Approval

When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board. Prior to 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. As part of its approval, the Board requires the Manukura to circulate this Policy to all kaimahi and for a copy to be included in the Kura policy manual. The Kura policy manual shall also be made available to ākongā and whānau at their request. The Board requires that the Manukura arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

17. Policy Review

The Haeata Community Campus Board is committed to sound financial management practices and the prudent management of all assets. This policy will be reviewed as part of the approved cycle of review.

Next Scheduled Review - **November 2022**