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A. Introduction

- a. The Board agrees that it has a responsibility to ensure that travel expenditure incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this procedure
- b. The Board requires the Principal, as the chief executive and the Board’s most senior employee, to implement and manage this procedure. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this procedure.
- c. This procedure must be read in conjunction with Board policies and school procedures, and the exercising of all authority and responsibilities conferred under this procedure must be in accordance with the Schedule of Delegations and may not exceed an individual’s established level of delegated authority.

B. Principles

1. **The Board agrees to ensure that:**
 - a. the travel expenditure is on the Board’s business, and the school obtains an acceptable benefit from the travel when considered against the cost;
 - b. expenses are reimbursed on an actual and reasonable basis; and
 - c. staff that are required to travel on business do not suffer any negative financial effect

C. General**1. Process for Making Travel Arrangements**

- a. Under no circumstances may any staff member approve their own travel.
- b. All booking for international and domestic travel is to be conducted through the School's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
- c. Staff must travel by the most direct route unless scheduling dictates otherwise.
- d. The School will 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.

2. Travel within New Zealand

- a. The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a school need.
- b. 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).
- c. All domestic air travel is to be economy class.

3. International Travel

- a. Prior to international travel being undertaken, the traveller must be given a copy of this procedure and be required to sign it off to signify that they have read and understood it.
- b. All international travel should be authorised by the Board before it is commenced. A proposal must be 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 will approve the travel in writing.
- c. At the end of the trip overseas, 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 of the trip.
- d. Except where the flight time exceeds 10 hours, all international air travel is to be economy class.
- e. Business class travel requires Board approval before booking and will only be considered for flight times of more than 10 continuous hours duration.
- f. 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.

4. Accommodation

- a. Staff should opt for good but not superior accommodation, for example Qualmark 3 star accommodation and must be prepared to justify exceptions to this rule to the Board.
- b. 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 travel the staff member should receive authorisation for the value of the intended koha/gift.

5. Vehicles

- a. 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.
- b. Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the Inland Revenue Department.
- c. If taxis are used, then staff should pay for the taxis out of their own pocket, obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

6. Reimbursement of Expenses

- a. 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".
- b. All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies and private phone call charges are to be paid separately by the travelling staff member.
- c. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
- d. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the School.
- e. Authorisation can still be given for 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.

7. Approval of this Procedure

- a. When the Board approved this procedure it agreed that no variations of this procedure or amendments to it can be made except with the unanimous approval of the Board.
- b. As part of its approval the Board requires the Principal to circulate this procedure to all staff, and for a copy to be included on the school's website.
- c. The Board requires that the Principal arrange for all new staff to be made familiar with this procedure.

This procedure is reviewed as part of the Christchurch South Intermediate School Board of Trustees' programme of review.