POLICY
NAG 4

BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE
Travel Policy

RATIONALE:
The Board has a responsibility to ensure that travel expenditure incurred by the School must be clearly linked to the business of the School and that the School obtains an acceptable benefit from the travel when considered against the cost.

PURPOSE:
That expenses are reimbursed on an actual and reasonable basis: and staff that are required to travel on business do not suffer any negative financial effect.

GUIDELINES:
Under no circumstances may any staff member approve their own travel.

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.

Travel within New Zealand
The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a school need. 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 extraordinary travel by the Principal which would not be considered to be part of normally expected duties)

All domestic air travel is to be economy class.

International Travel
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.

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.

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.

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

Travel Insurance – The school will meet the cost of the most economic and appropriate travel insurance available.

Accommodation

Staff should opt for reasonably priced, safe and suitably located accommodation and must be prepared to justify exceptions to this rule to the Board.

Staff who stay privately will be reimbursed to the value of no more than $80.00 per day to cover breakfast and dinner expenses on production of receipts.

Vehicles

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.

Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the Collective Employment Agreement.

If taxis or uber type transportation 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.

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 costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred. This allowance will be no more than $80.00 per day upon production of receipts. Alcoholic beverages will not be reimbursed by the school.

All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.

All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.

For expenditure incurred in New Zealand of value greater than $80.00 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the School.

Discretionary Travel Benefits

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

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.

Approved by the Board of Trustees 24 March 2011

Reviewed and adopted by the Board of Trustees 15 September 2016

Reviewed and adopted by the Board of Trustees 26 November 2026

Signed: _____ Date: _____