



## **SCHOOL POLICY 4.5**

### **Travel Procedure**

**Date: May 2025**

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### **Travel Procedure**

All bookings for travel are 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 must relate to a school need. Travel 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**

- 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 cost 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.

- All international air travel is to be economy class.

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 should opt for good, 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 travel, the staff member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Procedure)

### **Vehicles**

- When using rental cars, staff 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 by the Inland Revenue Department.
- 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.

### **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.”
- All personal expenditure is to be met by the 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 \$50 (including GST), there should also be a GST invoice to ensure that GST can be reclaimed by the School.
- 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 reason for it.

### **Discretionary Travel Benefits**

- Staff must travel by the most direct route unless scheduling dictated 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.
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### **Review**

This procedure will be reviewed every two years, or sooner if required due to changes in legislation or identified school needs.

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**Approved by Board of Trustees:**

**Next Review Date:** May 2027

**Principal's Signature:** \_\_\_\_\_