



St James' Catholic School

Whakaruru Hau A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

ST JAMES' CATHOLIC SCHOOL BOARD OF TRUSTEES

Policy on Travel

Date Reviewed:	August 2017
Review Team:	T Edwards, M Balm, C Cosgrove
Date of Next Review:	August 2020
Connection to the Bishops document "The Catholic Education of School Age Children"	The common good aims for the good of all and the good of the whole person. When resources are limited, applying the principle of the common good is not an easy task.
Related Documents	Policy on Sensitive Expenditure, Policy on Credit Cards, NZEI Collective Agreement (Part 5, pg 40)
NAG:	4
Community Consultation:	December 2017
Signed:	
Approval Date:	26 February 2018

INTRODUCTION

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. As such, The Board delegates the Principal, as the chief executive and the Board's most senior employee, to implement and manage this policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.

GUIDELINES

The Board agrees to ensure that:

- the travel expenditure is on the Board's business, and the School obtains an acceptable benefit from the travel when considered against the cost;
- 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.

PROCESS FOR MAKING TRAVEL ARRANGEMENTS

1. Under no circumstances may any staff member approve their own travel.
2. All bookings for international and domestic travel are to be conducted through the School's normal purchase procedures. This includes the booking of accommodation, flights and rental cars.
3. Travel bookings are to be made using the school credit card or online banking.

TRAVEL WITHIN NEW ZEALAND

1. 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 travel by the Principal).
2. All domestic air travel is to be economy class.

INTERNATIONAL TRAVEL

1. 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.
2. At the end of the trip overseas, the traveller must prepare a trip report, which details activities which took place during the trip and the benefits to the Board and the School of the trip.
3. All international air travel is to be economy class.

ACCOMMODATION

Staff should opt for good but not superior accommodation.

VEHICLES

1. 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.
2. Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified by the appropriate Collective Agreement.
3. 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

1. 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”.
2. 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.
3. 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.
4. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
5. 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.
6. 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.

DISCRETIONARY TRAVEL BENEFITS

1. Travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global, etc), accrued from official travel are only to be used for subsequent travel on behalf of the School. They should not be redeemed for personal use.
2. Staff must travel by the most direct route unless scheduling dictates otherwise.
3. 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.

SPECIAL CHARACTER

The Board of Trustees is committed to ensuring that the Special Character Values and Philosophy of Hato Heemi (Whakaruru Hau) underpin all Governance and Management Policies and Procedures.