



## **TRAVEL POLICY**

### **Outcome statement**

To ensure that any person travelling on school business does so in a legitimate, cost effective and physically safe manner.

### **Scoping**

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. This policy applies to all staff and students for all domestic and international travel and related expenses.

### **Delegations**

As the professional leader of the school, the Principal holds the responsibility to implement and manage this policy. The Principal may, from time to time, further delegate some of these responsibilities provided all such delegations are within the approved delegated authorities outlined in the Financial Delegations Schedule.

### **Expectations and limitations**

1. The travel expenditure is for legitimate school business purposes and within the annual approved school budget.
2. All travel is documented and approved on a one-up basis (the Principal authorises Senior Management travel, the Board authorises travel by the Principal) at least one month prior to departure.
3. *International air travel bookings are to be made through a bonded travel agent, except where travel is booked by an external party. Domestic bookings can be made online and charged to the New Plymouth Girls' High School travelcard via the finance team.*
4. All travel insurance cover of staff to be in place prior to departure. Staff travel insurance which will be at the School's expense.
5. All air travel is to be economy class unless prior approval from the Board is given.
6. All international travel to be authorised by the Board. A proposal must be submitted to the Board at least three months prior to departure detailing the purpose of the trip, the expected benefit to the School and an estimate of the costs. Board approval will be given in writing to the traveller.
7. Where a staff member has a travel time without a stopover more than 20 hours, a rest period of 24 hours before commencing work is permitted.
8. All international travel is registered on Travel Safe.
9. The School will pay for all vaccinations required in relation to international travel.
10. All overseas travellers must prepare a trip report detailing the costs incurred, activities and the benefits to the School received from the trip. This should be presented to the Board no later than the second Board meeting after their return.
11. Staff should opt for good but not superior accommodation and car rental, for example a 3-star rating, and must be prepared to justify exceptions to the rule to the Board.
12. Staff who stay privately will be reimbursed for koha or the cost of a gift to the host, upon presentation of receipts. Refer to the Koha policy for guidance on koha or gifts.

13. Reimbursement for the use of private vehicles is to be approved on the same one-up basis as outlined above using the reimbursement rate in the applicable Collective Agreement.
14. Reimbursement of expenses will be made for all actual and reasonable costs associated with the travel upon receiving a copy of the tax invoice and / or GST receipt. An EFTPOS receipt is not enough evidence.
15. All personal expenses while traveling will be met by the employee. This includes but is not limited to, alcohol, in house movies, laundry, private phone charges.
16. All travel must have a Safety Action Plan (Risk assessment) documented and approved prior to departure.
17. A reconciliation of all expenses and reimbursements is to be completed within two (2) weeks of returning to work.
18. New Plymouth Girls' High School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person traveling with an employee, a reconciliation of expenses should clearly demonstrate that the School did in no way incur an additional expense.
19. All international travel will be purchased via a bonded travel agent. Guidelines for this will be completed with reference to following education web site:  
<https://www.education.govt.nz/school/health-safety-and-wellbeing/school-trips-overseas-and-exchanges/>

#### **Related Procedures or Supporting Documentation**

A Safety Action Plan (Risk Assessment) is required to be completed.

#### **Legislative Compliance**

[Secondary Teachers' Collective Agreement](#)

[Support Staff Collective Agreement](#)

[Financial Reporting Act 1993](#)

**Date of Ratification:** May 2023

**Next Review Date:** 2026