



# Board Policy Travel Expenditure For International College

**Red** denotes information specific to International College

## Introduction

The Board of Trustees ensures that travel expenditure incurred by the school, **and in this instance, the International College**, is clearly linked to the business of the school. The Principal **and Director of the International College** has responsibility for the implementation of the following guidelines:

1. Any travel expenditure is on the school's business, and the school obtains an acceptable benefit from the travel when considered against the cost.
2. Expenses are reimbursed on an actual and reasonable basis.
3. Staff required to travel on business do not suffer any negative financial effect.
4. The **International Board of Advisers (IBOA)**, representing the **Board of Trustees (BOT)** approves all **overseas** staff travel **for the International College** subject to the Delegations Policy re Travel.
5. All booking **arrangements for any travel are arranged by the International College**.
6. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

## Travel within New Zealand

7. The justification for travel within New Zealand is documented and must relate to school business. Travel within New Zealand is to be authorised **by the Director of the International College or the Principal**.
8. All domestic air travel is to be economy class.

## International travel

9. Any international travel by students or staff, or Board members is authorised by the **IBOA** before travel commences, and the board considers the Ministry of Education guidelines around funding overseas travel.
10. Funding **forms part of the annual marketing budget for the International College for all marketing activities undertaken by the International College**.
11. The Funding Overseas Travel Checklist is completed by the International College for all overseas travel proposed by the Director of the International College and presented to the IBOA for approval.

*There must be reasonable justification for how the proposed expenditure supports the Board's primary objective – achievement of all students. The Board must act in a way that is financially responsible. Therefore the three main questions a Board must ask when considering whether an overseas trip is appropriate are:*

- *How does the proposed trip support the curriculum?*
- *How would the trip be paid for?*
- *How does the proposed trip support missions and service?*

12. A proposal is put to the Board detailing:
  - the purpose of the trip
  - the expected benefit to the school
  - an estimate of the costs of the trip, including appropriate travel insurance.

A minute records this process and the Board's decision.

13. A completed and signed checklist for each proposed trip is kept for audit purposes, as well as a copy of the Board minutes of each decision.
14. At the end of the trip overseas, the traveller prepares a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the school.
15. 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**

16. Staff book good but not superior accommodation.
17. Staff who stay privately **can provide a koha or a gift to be** given to the people they have stayed with.

### **Vehicles**

18. When using rental cars, staff choose good but not superior model vehicles.
- 19. If taxis or public transport is used, then every effort should be made to obtain a receipt.**

### **Reimbursement of expenses**

20. 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".
21. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs.
22. **For travel within New Zealand, all personal expenditure is to be met by the staff member. Examples of this are non-essential mini bar purchases, in-house movies, laundry (if travel is less than 2 weeks duration) and private phone call charges all of which are to be paid separately by the travelling staff member.**  
**For overseas travel, where there is no alternative, water in the mini-bar can be used and in an emergency food from the mini-bar. On extended International College travel clothes can be laundered.**
23. 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.

### **Discretionary travel benefits**

24. 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.
25. Staff must travel by the most direct route unless scheduling dictates otherwise.

26. The school does 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.

<b>BOARD OF TRUSTEES</b>	
Board copy of the Policy to be signed by the Board Chairperson	
<b>Name</b>	
<b>Position</b>	
<b>Signed</b> on behalf and with the authority of the Board	
<b>Date</b>	
<b>Next Review</b>	September 2023