



TE AROHA COLLEGE BOARD OF TRUSTEES TRAVEL POLICY

Statement of Intent

The Board of Trustees at Te Aroha College recognises its responsibility to ensure that all travel expenditure directly supports the business and educational goals of the college, while ensuring staff members do not experience undue financial burdens due to travel.

Rationale

The purpose of this policy is to provide clear guidelines around travel for staff on college-related business to ensure responsible and efficient use of resources. This policy aims to support educational and administrative activities, maintain financial prudence and align travel practices with Te Aroha College's values and objectives.

Policy Objectives

- To reimburse staff for reasonable and necessary expenses incurred during college-related travel.
- To ensure all travel expenses are approved through proper channels and are well-documented.
- To facilitate a streamlined and transparent process for arranging travel and managing expenses.

Procedures

- **Travel Authorisation and Booking**
 - All travel must be authorised by the appropriate line manager. Travel for senior staff, including the Principal, required authorisation from the Board.
 - International and domestic travel arrangements must be made through the college's approved providers to ensure compliance with budget guidelines.
 - Staff are encouraged to select economical travel options, including economy class for flights and standard accommodation.
 - Staff may not approve their own travel expenses; all claims require one-up approval.
- **Expense Reimbursement**
 - Travel expenses will be reimbursed on an "actual and reasonable" basis, defined as necessary costs incurred for college purposes.
 - Receipts are required for all claims and should be submitted promptly.
 - Daily incidental costs such as personal phone calls, in-room entertainment or alcohol will not be reimbursed.
 - Staff are responsible for costs incurred on behalf of companions unless explicitly pre-approved.
- **International Travel**
 - All international travel must be pre-approved by the Board. A proposal outlining the purpose, expected benefits and an estimated budget must be submitted for approval.
 - Following international travel, staff are required to submit a report detailing the trip's outcomes, activities and expenses to the Board.
- **Use of School Vehicles**
 - Staff intending to use the school car or school van must follow all procedures with the expected use and care for these vehicles.
 - All drivers must have a valid full licence.
 - All drivers must obey New Zealand law and road regulations during the use of any school vehicles.

- **Use of Personal and Rental Vehicles**
 - Staff may use personal vehicles for college-related travel with prior authorization and will be reimbursed at the college's approved mileage rate.
 - Rental cars must be standard models and booked through the college's preferred providers. Taxis and rideshares should be booked through the college office or reimbursed upon submission of a receipt.

- **School Trips**
 - All school-related trips, especially international trips, must be cost-neutral to the college, covering all expenses, including relief staffing.
 - A proposal outlining the trip's purpose, itinerary and detailed budget must be submitted and approved by the Board.
 - A post-trip report is required to document the trip's educational value and financial summary.

- **Discretionary Travel Benefits**
 - Any loyalty points or rewards gained from college-related travel should be used solely for future travel on behalf of the college.

Effective Date: 23 October 2025

Review Date: October 2027

Approved: Board of Trustees