

TRAVEL BOOKINGS, ACCOMMODATION, ALLOWANCES AND EXPENSES

Section	Human Resources		
Approval Date	23.06.08	Approved by	Directorate
Next Review	As required	Responsibility	Director of Finance and Corporate Services
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To ensure that travel and accommodation bookings are made efficiently, and that reimbursement of costs is set at a level appropriate to NMIT staff needs and in line with approved NMIT allowances. Travel, accommodation and associated costs must be wholly and necessary for the purposes of NMIT business. As a government and student funded organisation, NMIT is publicly accountable and obliged to use its resources in a responsible manner.

SCOPE

This Policy:

1. Relates to all domestic and international travel and accommodation associated with NMIT business.
2. Provides guidance on procedures, other associated costs and the current maximum levels of spend.
3. Covers travel and accommodation associated with work or development for APNZ, TIASA, ASTE, Ministry of Education and any other bodies which must have prior approval by a primary manager (Directorate member, Head of School, Team Leader).
4. Covers travel and accommodation associated with staff development activities.

TRAVEL HOUSE

NMIT's designated travel house is Orbit Travel.

RESPONSIBILITY

Director of Finance and Corporate Services	reviews and approves, annually, the "designated travel house".
CEO/Primary managers	approve travel within budget limitations.

Staff approved to travel	complete travel/accommodation arrangements through the designated travel coordinator in their School/team, or with the assistance of the HR Team for staff development activities, or by themselves if more cost effective travel arrangements are found.
Designated travel house	books travel (and accommodation if required), confirms travel and delivers tickets to the designated travel coordinator of the School/team, prepares monthly tax invoices and statements for payment, provides consolidated travel information and reports on a monthly basis.
Designated School/team travel coordinator/staff member	arranges travel and accommodation for staff within their school/team, processes invoices received from the designated travel house or travel agent, attaching signed and coded blue Purchase Order Form and forwards to Finance for processing
Staff member:	Completes Staff Expenses Reimbursement Form <i>or</i> Professional Development Evaluation and Expenses Form attaching all receipts for reimbursement.
HR	process, code and record travel and accommodation associated with professional development and training activities and forward to Finance for payment.
Finance	processes authorised travel order forms, tax invoices, reimbursement forms and makes payment, controls and issues Purchase Order Form books.
Finance Team Leader	issues travel cards for international travel.

PROCEDURE

Travel and accommodation bookings shall be through the most cost effective provider of services.

Bookings should be made as soon as need to travel is known, to take advantage of cheaper travel rates.

The first task is to obtain approval to travel from a primary manager:

For NMIT business travel complete a Purchase Order Form. Once obtained, an individual may progress with the booking.

For travel associated with professional development, this approval will be through completion of PDP1 (Professional Development Agreement) published in Public Folders (Human Resources). Once obtained, an individual may progress with the booking.

Likely travel details may be obtained by phone, via the internet or through the designated travel coordinator for the School/team from the designated travel house.

Complete travel booking via phone, the net or designated travel coordinator.

Receive confirmation of bookings.

For NMIT business travel: On receipt of invoice, code, sign and attach blue Purchase Order Form and forward to Finance for payment. Retain copy within School/team.

Receive tickets.

For NMIT business travel: Complete a Staff Expenses Reimbursement Form published in Public Folders (Finance) **attaching receipts** and forward to Finance for payment.

For travel associated with Professional Development: Complete the Professional Development Evaluation and Expenses Form (PDP2) published in Public Folders (Human Resources), **attach receipts**, and forward to HR for processing.

NATIONAL TRAVEL

This covers all staff who are travelling within New Zealand on NMIT business.

Allowances are paid from the School, team or professional development budget.

Prior approval from the primary manager is required.

When a staff member does not return to their place of residence in the same day, lunch, dinner and breakfast can be included with the accommodation booking through the travel house by the charge back process, or through reimbursement to the staff member **on production of receipts** with the Staff Expenses Reimbursement Form.

a) **Accommodation Allowance:**

City accommodation up to \$200.00 + GST per night

Non-city accommodation up to \$175.00 + GST per night

Costs incurred above these rates are payable by the staff member.

\$30.00 if staying privately (no receipts required).

Note: Bookings made for accommodation through the travel house are often cheaper as they are at a government rate.

The production of receipts to prove actual and reasonable expenses is necessary when claiming accommodation allowances.

b) **Meal Allowance:**

Breakfast up to \$20

Lunch up to \$15

Dinner up to \$35

Costs incurred above these rates are payable by staff member.

Note: Where accommodation includes meals, the meal allowance is not payable.

The production of receipts to prove actual and reasonable expenses is necessary when claiming for meal allowances.

The allowance is not payable:

When the staff member leaves and returns to their place of residence in the same day. In such cases actual and reasonable expenses are reimbursed at the discretion of the Primary Manager.

c) Travelling

Staff who require transport to a venue as part of approved duties may use the following:

- i) An NMIT vehicle.
- ii) The cheapest convenient method of transport if NMIT transport is not available. Receipts are required.
- iii) A rental vehicle in certain cases (see notes 1. & 2 below).
- iv) Their own vehicle (see note 3. below).

NOTES

1. A rental vehicle may be used for travel where no alternative exists and providing primary manger approval is obtained.
2. The designated travel house can provide quotes on rental vehicles and a charge back facility is available in most cases.
3. Staff using their own vehicle for travel will be reimbursed the amount per kilometre as specified in their employment agreement. For further information on the use of NMIT vehicles or rentals see the Staff Handbook published in Public Folders (Human Resources).

INTERNATIONAL TRAVEL

This covers all staff who are travelling internationally on NMIT business.

International travel must be approved by the staff member's Director, with final sign off by the CEO, prior to booking.

All travel will be economy class.

The travel itinerary should take account of the stresses involved with long distance travel.

The designated travel house can make international bookings for flights and accommodation.

A charge back facility is not always available for international travel and accommodation through the designated travel house. Please check with the travel house prior to booking. A credit card may be required to guarantee bookings (even when a charge back facility is available).

Reimbursement is via the same process for national travel in New Zealand (as described above).

ACCOMMODATION ALLOWANCE

Reimbursement is for accommodation at a 3 Star rated hotel or a hotel confirmed to have water filtration.

The production of receipts to prove actual and reasonable expenses is necessary when claiming accommodation allowances.

MEAL ALLOWANCE

Reimbursement is for reasonable expenses incurred at a 3 Star rated hotel or other food outlet at the discretion of the primary manager.

The production of receipts to prove actual and reasonable expenses is necessary when claiming for meal allowances.

PER DIEM

Per diem covers incidental personal costs such as phone calls home, drinks, snacks, personal sight seeing etc. associated with travel.

It does not cover work related costs which should be claimed as reimbursements using receipts submitted to Finance. i.e. accommodation, breakfast, lunch and evening meal, transport to and from appointments etc..

The daily per diem rate to cover incidental travel costs which may arise and to cover the inconvenience of being away from home uses the following formula:

Relevant amount x the number of days away including travel days

Europe, Asia, America, rest of world: \$50 less tax

This amount will be paid with the employee's salary by payroll each fortnight following the completion of an Expenses Reimbursement Form published in Public Folders (Finance).

This will be deemed to fully compensate the employee for any inconvenience associated with international travel.

OTHER TRAVEL-RELATED COSTS

NMIT **will** reimburse for the following **business related** travel related costs **on production of receipts**:

visas; vaccinations; passport renewals; airport taxes; and excess baggage.

NMIT **will not** reimburse specific personal expenses such as in-house movies, mini bar, or other special hotel facilities such as gyms or hairdressers.

INTERNATIONAL TRAVEL CARDS

Before embarking on international travel, staff should obtain a Worldwide Travel Assistance card from the Finance Team Leader, which provides information and a number to ring in the case of emergency.

LOST LUGGAGE

Claims for lost luggage should be made to Finance immediately on return. It is helpful if staff have digital photographs of items contained in their luggage.

AIRLINE LOYALTY SCHEMES

Staff members travelling wholly and necessary for the purposes of NMIT business must not influence the choice of airline with which they travel in order to accumulate personal travel benefits. Airpoints earned on travel wholly and necessary for the purposes of NMIT business remain the property of NMIT and NMIT have the right to review these at any time.

BUDGETING

The Directorate and Heads of School must allow sufficient funds for travel and accommodation expenditure within their annual budget.

INSURANCE

NMIT's travel insurance covers staff for all domestic and international travel.

RISK

All staff travelling internationally on NMIT business should check the website www.safetravel.govt.nz to determine that it is safe to travel to their expected destination.

REFERENCES

INTERNAL

Staff Handbook
Professional Development Application Procedure