

# Travel Policy

## Purpose

- This policy establishes the process for organising travel with the aim of ensuring that unnecessary costs are not incurred by the company; and
- This policy clarifies how work-related travel expenses incurred by employees are reimbursed.

## Scope

This policy applies to employees of the company who are required to travel in order to carry out their work duties.

## Policy

### Air Travel

- All non-local travel should be booked through the preferred travel supplier.
- All employees will need consent from their manager prior to booking non-local travel.
- All airfares must be purchased in accordance with the following criteria:
- All air travel shall be economy class unless prior approval is given by the employee's manager for premium or business class. Guidelines for approval:
  - All Trans-Tasman travel should be economy class.
  - Long haul flights (greater than 6 hours) may be business class if the employee has work duties within 24 hours of arrival at the destination.
- The lowest cost airfare should be booked except where:
  - The flight times would cause unnecessary further cost to be incurred;
  - The flight times or route would adversely affect the traveller's ability to carry out their work duties;
  - The fare would unnecessarily lengthen the duration of the travel;
  - The fare would place undesirable restrictions on the traveller's ability to cancel or reschedule the ticket where that was a likely occurrence.
- The company does not fund memberships to frequent flyer programmes or airline lounges unless authorised by the employee's manager for the purpose of being able to carry out work duties on a frequent basis.
- Upgrading travel to provide personal benefit is not permitted unless paid for by the employee.
- The company does not fund any surcharges for excess baggage or similar in relation to personal belongings.
- Changes to flights are permitted as long as there is a business requirement for the change.

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### **Accommodation**

- All accommodation should be booked through the preferred travel supplier.
- Hotel and motel accommodation will be in the 3-4 star price range only. Preferred suppliers in each city should be used in the first instance. Where accommodation is provided as part of a conference package deal it should be used, unless more suitable alternatives are available.
- Motels/Hotels are booked under the employees name and are for 1 person only. If you wish to take an extra person (i.e. family member with you), any additional cost for this that the company incurs must be reimbursed by the relevant employee within one month from the date of stay.
- It is the employee's responsibility to request an itemised invoice for all charge backs at the beginning of the stay.

### **Rental vehicles**

- All rental vehicle bookings must be for a business-related purpose and be authorised, and should be made through the preferred travel supplier in the first instance.
- Petrol and parking receipts should be paid for using the company credit card, or paid by you with reimbursement sought on your return by providing GST receipts.
- International rental vehicles must be insured in the country of hire.

### **Local Travel**

- Prior authorisation for local travel is not required. However, Employees will be reimbursed for all reasonable costs of travel for a business-related matter. Local travel should be carried out in the most cost-effective manner.
- Other incidental costs while travelling
- All reasonable costs incurred while travelling for business purposes, such as meals and refreshments, will be reimbursed to employees via the expense claim process.

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