

TRAVEL POLICY ERJ 6.20.2

PURPOSE

The purpose of this policy is to set policy and define responsibility for travel expenses that Edmund Rice Justice Aotearoa – New Zealand Trust hereby known as ERJ will reimburse to Staff Volunteers and Trustees referred to as staff in this policy.

This policies applies to all staff hereby known as Staff in all instances of Edmund Rice Justice Aotearoa – New Zealand Trust and its subsidiaries.

POLICY

It is policy to reimburse staff for certain expenses incurred by staff in the pursuit of charitable business. The intent of this reimbursement is to cover those expenses incurred by the party over the normal expenses Staff would incr. That would be all expenses must be ordinary, reasonable, necessary, and have a valid purpose.

This policy covers items normally encountered as travel expense. Edmund Rice Justice Aotearoa – New Zealand Trustees expect its staff to use good judgment and recognizes there will be times when you must exceed “normal” expenses. Staff should always keep tract of exact expenditures where possible.

AUTHORISATION

APPROVAL

- When the Board approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- As part of its approval the Board requires the Chair to circulate the policy to all employees, volunteers, Trustees and for a coy to be included in the ERJ Policy Manual, copies of which shall be available to all staff.

 Chair
 10th November 2010
 Edmund Rice Justice Aotearoa New Zealand Trust

Procedure number	ERJ 6.20	Version	2
Drafted by	Sam Drumm	Approved by Board on	17 May 2010
Approval Body	ERJANZ Trust Board	Scheduled review date	November 2015



TRAVEL PROCEDURES ERJ 6.20.2

TRAVEL TO AND FROM THE WORK LOCATION:

It is expected that each Staff use the best means of traveling to and from the location, taking into consideration cost, time and transportation availability.

PUBLIC TRANSPORTATION

The cost of necessary public transportation is reimbursable and requires a receipt. Public transport is encouraged because of its environmental benefits and reduced cost.

TAXI

A taxi may be used to and from the airport. Where this cost exceeds the cost of a rental car and such rental car is available, a rental car should be selected. All charges must be presented with a receipt.

RENTAL CAR

The rental car should be selected when the mileage is prohibitive and will increase the cost of a taxi beyond that of a rental car. A receipt must accompany all requests for reimbursement.

ACCIDENTS WHILE DRIVING RENTAL CARS

If you are involved in an accident with a rental car, fill out all forms required by the rental agency. If you are involved in an accident with your privately owned vehicle, the cost involved for the repair or any claims are the responsibility of the traveler. Edmund Rice Justice Aotearoa – New Zealand Trust maintains travel insurance coverage for staff. All accidents must be reported to the chairperson immediately upon the return of the traveler.

It is necessary for Edmund Rice Justice Aotearoa – New Zealand Trust to report all accidents involving staff of ERJ traveling on company business to its insurance carriers. A copy of the employee's report to the auto rental agency or to the traveler's insurance company and the police accident report is sufficient for Edmund Rice Justice Aotearoa – New Zealand Trust purposes. The chairperson will provide any additional forms necessary.

PRIVATE AUTO

Private auto may be used in all cases. Payment for this type of transportation will be made at \$0.70 km (subject to change) plus parking charges and tolls (receipts required).

AIRLINE TRAVEL

Staff will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances. Expenses may include economy class flights.

Staff will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for person reasons.

ACCOMMODATION



Hotel/Motel reimbursement will be made on an actual basis for reasonable accommodations to employees who are away from their home location. For extended residence, staff should attempt to obtain accommodations on a weekly or monthly basis at reduced rates.

Edmund Rice Justice Aotearoa – New Zealand Trust members will be reimbursed for moderate accommodation expenses. Considering all of the circumstances, generally the maximum amount payable will be up to \$150 per night, but in some locations or at peak times this may be increased.

Edmund Rice Justice Aotearoa – New Zealand Trust members will not be reimbursed for items of a personal nature charged to a hotel account.

MEALS

Employee meals en route and at the destination locations as well as meals for exempt employees working on Saturday, Sunday or holidays will be paid as a flat allowance.

Fixed per diem payments may be authorized where appropriate at a maximum rate of \$75.00 per full day.

Breakfast \$20.00, Lunch \$25.00 and Dinner \$30.00. Receipts must be provided.

REIMBURSEMENT OF EXPENSES

- 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.”
- For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
- All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry are to be paid separately by the travelling staff member.
- All receipts must be retained and attached to the travel claim.

AUTHORISATION

Chair

10th November 2010

Edmund Rice Justice Aotearoa New Zealand Trust