



## **NZARE Travel Policy for Council members attending NZARE Council meetings and Board members attending NZJES meetings**

You are asked to arrange your own travel to and from the Council and NZJES meetings, and claim costs using the NZARE Claim Form. A copy of this is held on dropbox and on <http://www.nzare.org.nz/policies-and-practices.aspx>

There is an expectation that you will:

- choose a cost effective mode of travel
- book early in order to obtain competitive prices
- where appropriate, co-ordinate with other Council members to share transport expenses (eg share a private car, or share a taxi or taxi van).

For one day meetings, neither accommodation nor meals may be charged without prior approval from the Treasurer. Morning tea and lunch is generally provided at the meetings. Actual and reasonable travel expenses will be reimbursed.

You can claim the expense as soon as you have paid the money, which may be prior to the meeting being held. If you are unable to pay in advance, or are concerned that costs are excessive, please contact the Treasurer.

All claims must be fully supported by receipts, and on the claim form it should be clearly articulated whether it is a NZARE Council meeting or NZJES meeting expense.

Occasionally Council members combine NZARE and personal or work travel. The claimant must ensure that the cost of travel is no greater than the cost of travel to the Council meeting alone. In the case of combined NZARE and work travel it may be appropriate to claim half the cost from each organisation.

Appropriate modes of transport include flights, trains, buses, private vehicles, and (sparingly) taxis. When using a private car, you may claim mileage (at 72 cents per km) and car parking if reasonable and appropriate.

Please be cognisant that travel expenses are paid for by member subscriptions. Council Members need to take due care that defendable, cost effective travel options are chosen.

If in doubt, please check with Treasurer prior to travel and payment.

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### **Policy in action:**

*NZARE Council meetings are most commonly held in Auckland, at a location close to the airport. Usually, Council members based in Auckland and Hamilton drive to the location and use the location's free parking, sometimes sharing a car with another person from their organisation. Council members from further afield, usually fly. Where possible, these bookings are made when the date is confirmed and Air New Zealand and alternative airlines prices are compared. If the location (eg Hotel) has free airport transport then that is used, otherwise taxis are co-ordinated and shared. Council members from Whakatane have previously found it more cost effective (and sometime more efficient in terms of combining the meeting with other activities) to share a car and to claim mileage, one night of accommodation and meals. As per the policy, members need to seek prior approval from Treasurer for this to occur.*