



Survey and Spatial New Zealand

Policy Statement

Travel Claims and Expenses

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Purpose

Travel claims and expenses

This policy provides a framework for the undertaking and approval of external travel expenses. Survey and Spatial NZ (S+SNZ) often requires volunteers or contracted individuals to travel outside of their ordinary place of living. Where this occurs S+SNZ will reimburse or cover that individual for all reasonable expenses incurred by them on that trip as a result of their work for S+SNZ.

As a non-profit organisation S+SNZ is obligated to its membership to use its resources and funding in a responsible manner. We appreciate your respect of that when incurring and lodging any expense claims with us. Please use this policy document to help inform your out of town expense claims.

If you are unsure about whether an item is covered or not and where directed to contact S+SNZ throughout this document, please contact:

- a. National Office in the first instance (admin@surveyspatialnz.org +64 4 471 1774), or
- b. the CEO in the event of an emergency or where National Office cannot be reached.

Scope of Policy

This policy intends to cover all S+SNZ contractors, volunteers (including Council and Board members) and anyone else involved in S+SNZ work who S+SNZ determines this policy should cover.

This policy is not intended to cover any internal staff members.

General Obligations of Travellers

S+SNZ expects travellers covered by this policy to exercise prudence and professionalism in arranging and undertaking travel. We also expect travellers:

- a. Not to derive personal financial gain from S+SNZ travel where such a gain would interfere with their S+SNZ work or be at odds with S+SNZ purposes and aims (see the S+SNZ Business and Strategic Plans);
- b. To plan to meet trip objectives while minimising costs; and
- c. To inform S+SNZ immediately where a traveller thinks they may not meet the expectations of this policy.



Exceptions

Any expenses incurred in excess of this policy may be covered by S+SNZ where prior approval has been sought and granted. Please note that where you incur an expense outside of the scope of this document without this prior approval, we may reject such a claim (for example drinks and an expensive dinner with colleagues). Other expenses may also be covered where:

a. Special circumstances apply

S+SNZ does not discriminate on the basis of age, disability, health or any other ground covered by New Zealand law. Where a traveller requires additional assistance or travelling arrangements that are outside of this policy in order to facilitate their participation in S+SNZ activities then all reasonable additional expenses will be covered by S+SNZ unless otherwise agreed.

b. In event of an emergency

In the event of an emergency S+SNZ will do our best to assist a traveller in meeting any reasonable, unexpected additional costs that might arise. Please contact us as soon as possible if you find yourself in an emergency scenario while travelling.

In either case you should consult with S+SNZ national office where possible.

Accommodation

We arrange hotel and motel accommodation between the low-mid or standard price range only. We will arrange this for any travellers before their arranged stay. Any additional costs (e.g. alcohol from the mini-bar) will be at your own expense unless otherwise arranged.

Meals

Ordinarily, S+SNZ will have pre-arranged for food to be available at the event or function you are attending on our behalf. Where this is not the case, S+SNZ will cover meal expenses incurred that would be outside of your ordinary daily expenditure. The general rule is that any meal or food purchases made should be in the low-standard price range only (E.g. \$20 breakfast, \$20-25 lunch and \$25-30 dinner). Alcohol purchases are not covered by S+SNZ unless otherwise agreed.

S+SNZ will communicate with travellers prior to their trip about expectations around meal expenses where this differs from what is stated here.

The original, GST receipts of all purchases should be attached to an expense claim (see appendix 1) and provided to S+SNZ as soon as possible.

Incidental Expenses

All approved incidental expenses are at the discretion of S+SNZ National Office. The original, GST receipts of all expenses should be attached to an expense claim (see appendix 1) and provided to S+SNZ as soon as possible.

Travel

Travellers are often required to commute via plane, taxi and public transport (or uber), their personal vehicles or a rental vehicle.

a. Flights

Where required, we will arrange flights for a traveller prior to their trip. Any additional costs (e.g. alcohol during the flight or luggage and seat upgrades) will be at your own expense unless otherwise arranged.

b. Taxis and Public Transport

Travellers are encouraged to use public transport for trips where this is feasible and will assist in minimising costs to S+SNZ for the person to do so. Taxis can be used where a traveller has a good reason not to use public transport, or where the cost of using a taxi is not unreasonable. An example of a good reason not to use public transport would include injury, working restraints and personal commitments. Where a taxi fee becomes unreasonable (e.g. \$50+) – the explanation provided for this must justify the expenditure.

All taxi and public transport receipts covered by this policy will be paid for by S+SNZ or where this is not possible, the traveller will pay the account with their own funds and seek reimbursement on their return. The original, GST receipts of all expenses should be attached to an expense claim (see appendix 1) and provided to S+SNZ as soon as possible.

c. Personal Vehicle

Travellers are encouraged to use their own personal vehicles for trips where this is feasible and will assist in minimising costs to S+SNZ for the person to do so.



All petrol and parking receipts will be paid for by S+SNZ or where this is not possible, the traveller will pay the account with their own funds and seek reimbursement on their return. The original, GST receipts of all expenses should be attached to an expense claim (see appendix 1) and provided to S+SNZ as soon as possible.

d. Rental Vehicles

Where required, we will arrange for a rental vehicle for use by a traveller prior to their arranged trip. Any additional costs (e.g. vehicle upgrades) will be at your own expense unless otherwise arranged.

All petrol and parking receipts will be paid for by S+SNZ or where this is not possible, the traveller will pay the account with their own funds and seek reimbursement on their return. The original, GST receipts of all expenses should be attached to an expense claim (see appendix 1) and provided to S+SNZ as soon as possible.

Disinclination to Chosen Travel or Accommodation

Where a traveller wishes to voluntarily change or decline their selected travel or accommodation arrangements, this will be at the travellers expense unless in the case of pre-approved special circumstances or in the case of an emergency (see point 4).

S+SNZ strongly encourages the use of lower cost private alternatives to accommodation and travel where this is desired by a traveller. Where a traveller wishes to arrange other private arrangements for travel and accommodation that result in a lower cost to S+SNZ or no cost at all (e.g. due to a desire to stay with family over a hotel that S+SNZ would have to have arranged), S+SNZ will arrange for some financial recognition or otherwise of this with the traveller

