



# POLICY DOCUMENT

## Travel Policy

**Organisation:** Te Akatoki o Te Whare Wānanga of Waitaha (Māori Students' Association) Incorporated (Te Akatoki)

**Issue Date:** 25 August 2024

**Review Date:** August 2026

**Version:** 1

**Approved by:** Te Akatoki Executive

**Approval date:** **TBC**

**Owner:** Tumuaki, Te Akatoki

## Purpose of the policy

The purpose of this policy is to ensure that

- travel costs are effectively managed, monitored and authorised
- travel risks are identified and managed
- environmental impact of travel is minimised

## Definitions

“Te Akatoki Executive” and “the Executive” means the officers of Te Akatoki, equivalent to a Board of Directors.

## This policy applies to;

- all members of Te Akatoki
- all elected and coopted members of the Te Akatoki Executive
- any Te Akatoki member appointed to represent or act on behalf of Te Akatoki
- Third party service providers and contractors to Te Akatoki
- UCSA or UC staff seconded to support Te Akatoki

## Scope and context

From time to time, members of the Te Akatoki Executive or wider membership are required to travel to other parts of Aotearoa New Zealand to attend conferences, meetings, training, or cultural events on behalf of Te Akatoki or in the course of executing their responsibilities as an officer of Te Akatoki. When travelling in these circumstances, the following policy applies.

## Policy principles

- **Financial Prudence:** Te Akatoki is committed to exercising careful and thoughtful management of its financial resources, ensuring all expenses are necessary, reasonable, and directly related to its purpose and objects
- **Compliance with Legal Requirements:** In accordance with New Zealand law, neither members nor officers of a registered charity or incorporated society may gain any pecuniary benefit or advantage from their position: this policy ensures strict adherence to these legal requirements
- **Transparency and Accountability:** All expense claims must be documented and justified with appropriate receipts and explanations, ensuring transparency and accountability in the use of Te Akatoki’s funds
- **Equity and Fairness:** The policy will be applied consistently and

fairly to all Te Akatoki members, including members of the Executive, ensuring no individual receives preferential treatment

- **Approval and Oversight:** All travel expenditure must be pre-approved by the Te Akatoki Executive, with regular audits conducted to ensure compliance with this policy
- **Ethical Conduct:** All Te Akatoki members, including members of the Executive are expected to act with integrity and in the best interests of Te Akatoki at all times, with any conflicts of interest disclosed and managed appropriately
- **Regular Review:** The policy will be reviewed periodically to ensure it remains relevant and effective, incorporating any changes in legal or regulatory requirements
- **Health and Safety:** Ensuring the health and safety of travellers

## Details of policy

### 1. Organising and booking travel

1. Ticketed or reservation-based travel must be booked by the Kaihāpai using an appropriate travel agency or airline website. Aggregator websites are not acceptable.

### 2. Companion travel

1. Te Akatoki does not cover travel or any other additional costs for companions travelling with a Te Akatoki traveller.

### 3. Travel insurance

1. Te Akatoki will pay for domestic or travel insurance for all travel with an anticipated cost of \$400.00 or greater
  - a. This travel insurance is to be issued by a suitable independent insurer and not an airline
2. Travellers must comply with the terms of the travel insurance.

### 4. Transport options

1. When selecting a mode of transport, priority must be given to the most cost-effective form of transport
2. Where the cost of the transport is reasonable but at the cost of long travel times this must be balanced against Te Akatoki's commitment to reduce undue impact on the personal and professional responsibilities of the person working on behalf of Te Akatoki:

therefore, a balanced approach is required.

## **5. Airfares**

1. All of Te Akatoki air travel must be economy class in order to minimise carbon emissions and manage travel costs
2. Te Akatoki is committed to ensuring that all authorised members experience safe and equitable opportunities to travel. Therefore, a higher class of travel may be approved by a majority decision of the Executive to accommodate the specific health and safety needs of a Te Akatoki member with a medically certified disability or medical condition
3. Members may use personal funds or other personal rewards such as frequent flyer points to upgrade to a higher class of travel.

## **6. Accommodation**

1. Travellers should opt for good but not superior accommodation, for example Qualmark 3-star accommodation
2. Travellers who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with.
  - a. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift.
3. Travellers must comply with the rules and requirements of booked accommodation, including but not limited to the alcohol,, parking, and visitors policies

## **7. Meals**

1. Travellers are entitled to maximum amount of \$80.00 for meals while travelling on behalf of Te Akatoki.
2. GST receipts must be provided to Kaihāpai within two working days of travel concluding.
3. Te Akatoki does not pay for or reimburse the purchase of alcohol for travellers.

## **8. Use of own vehicle by traveller**

1. Where the Te Akatoki member will be driving their own vehicle, Te Akatoki will provide a fuel card or fuel vouchers to cover the cost of fuel for the duration of the travel. This must be requested from the Kaihāpai at least five working days ahead of any travel commencing.
2. Alternatively, the Te Akatoki member may claim for mileage at

- the rate published by Inland Revenue at the time of the travel.  
Evidence of the odometer at the beginning and end of the travel must be provided with the expense claim.
3. GST Receipts for all fuel purchases must be provided to Kaihāpai within two working days of travel concluding.
  4. Fuel cards and/or unused fuel vouchers must be returned to Kaihāpai within two working days of travel concluding.

## **9. Rental vehicles**

1. Travellers driving a rental vehicle must have a full New Zealand driver licence.
2. Travellers driving a rental vehicle that has been booked and/or paid for by Te Akatoki must abide by the rental agreement terms and by the terms of their driver licence
3. Full rental vehicle insurance must be agreed to and paid for at the time of the booking
4. Travellers must ensure that the vehicle is returned with a full tank of fuel: Te Akatoki will reimburse the traveller in accordance with the Expense Approval and Reimbursement Policy
5. Any fees or fines associated with parking or traffic infringement notices incurred by the traveller must be paid for by the traveller
6. If Te Akatoki has to pay fees or fines associated with parking or traffic infringements incurred by a member undertaking travel on behalf of Te Akatoki, Te Akatoki can recover this cost from the traveller concerned

## **10. Risk, health and safety**

1. All travellers must adhere to official risk advice while travelling
2. Travellers must take all reasonable precautions to maintain their personal health and safety, and that of others, while travelling.

## **11. Conduct while travelling**

1. While travelling, all travellers must behave in a manner appropriate for representing Te Akatoki in accordance with Te Akatoki's Code of Conduct

## Related documents

- Te Akatoki Constitution
- Te Akatoki Code of Conduct
- Te Akatoki Executive Charter
- Te Akatoki Finance Policy
- Te Akatoki Expense Approval and Reimbursement Policy
- Te Akatoki Theft and Fraud Policy

## Review of policy

This policy is due for review in August 2025.