

Travel

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Section 1 : Policy Overview

1.1 Purpose

The purpose of this policy is to set down the provisions, procedures, and requirements governing the Chief Executive's travel on Ara business.

1.2 Application

This is one of a set of policies defining the employment relationship between the Ara Council and its only employee the Chief Executive; it applies to that relationship only.

1.3 Policy Statement

Ara will meet actual and reasonable expenses of the Chief Executive's domestic and international business travel and related activities. The Chief Executive must obtain the prior approval of the Chair of Council to travel internationally. The Chief Executive is expected to exercise professional judgement with respect to incurring costs for travel. The Chief Executive must not take any action which would result in Ara being liable for costs not related to official Ara business. In exercising this judgement the Chief Executive is required to take into account the general expectations of the public sector to be prudent regarding expenditure.

1.4 Formal Delegations and Variations to Policy

The Ara Council delegates the approval of the Chief Executive's travel to the Chair of the Council under s222 of the Education Act 1989.

1.5 Definitions

- a **Actual and reasonable expenses:** all legitimate business expenses incurred in the Chief Executive's travel may be charged, expended against a cash advance, or reimbursed. All receipts over the equivalent of NZ\$50 must be retained and

¹ From herein referred to as Ara

furnished in a reconciliation; it is acknowledged that in international travel some receipts may not be issued and some may be in languages other than English.

- b **Chair of Council:** the person appointed by the Minister for Tertiary Education as Chair of Council under s177 and s222AA-AK for a term determined by the Minister. The Deputy Chair may exercise the delegated authority when the Chair is unavailable.
- c **Chief Executive (CEO):** the manager of the academic and administrative affairs of Ara under s196 of the Education Act 1989 appointed and employed under s771A-D of the State Sector Act 1988. This policy applies only to the CEO.
- d **Corporate Travel policy:** Ara Institute of Canterbury's Corporate Travel Policy approved by the Te Kāhui Manukura and administered by the Chief Financial Officer.
- e **Ara Council (ARAC):** the governing body of Ara established under s165 and s222AA of the Education Act 1989; the Council is the employer of the Chief Executive under s771 of the State Sector Act 1988.
- f **Domestic Travel:** travel by any means within New Zealand.
- g **Family member:** the Chief Executive's partner or another family member approved for good reason to accompany the Chief Executive by the Chair of Council.
- h **International travel:** travel by any means outside New Zealand including Australia. Flights in excess of 5 hours may be in business class when Ara business commences within 12 hours of the end of the flight.
- i **Prior approval:** formal approval is required from the Chair of Council for international travel. No prior approval is required for domestic travel.
- j **Travel:** Air flights, car rentals, bus, train or ferry charges, accommodation and hotel related expenses plus any other travel related expenditure.

1.6 Attachments/Further Documentation

Nil

1.7 Related Policies

- a Ara Corporate Travel Policy

1.8 Notes

Nil

Section 2: Associated Procedures

- 2.1 Applications to travel internationally shall be made in writing or by email and shall be acknowledged
- 2.2 The Chief Executive will advise the Chair in advance of the intention to travel internationally with a brief summary of the dates, destinations, and purpose of the travel.
- 2.3 The Chief Executive's travel arrangements must comply with the Corporate Travel policy re booking, cash advances, travellers cheques, rented vehicles, taxis, use of private vehicles, accommodation, other travel related costs, air points, loyalty benefits, airline lounge memberships, travel insurance, safety, and private travel.
- 2.4 Actual and reasonable expenses for a family member or members may be approved where the presence of the family member(s) is demonstrated to be either essential and/or directly related to the effective accomplishment of Ara business. Approval must be sought in advance of travel from the Chair of Council.

The presence of the family member(s) must not interfere or compromise the work-related purpose of the travel and the family member must not attend any work-related meetings or functions unless expressly invited to do so by the 'host' or work-related colleagues.
- 2.5 This policy and/or the Corporate Travel policy may be breached in an emergency situation.
- 2.6 The Executive Assistant to the Chief Executive shall make all travel arrangements for the Chief Executive and shall keep a record of the Chief Executive's travel and the costs incurred.
- 2.7 The Chief Executive will ensure that all information is provided to the Chair of Council on request.
- 2.8 At the commencement of each year, a summary report of the Chief Executive's international travel in the previous calendar year shall be presented to the Council with the public excluded.