

NAG 3—Personnel

Staff and Board of Trustees Travel and Accommodation Policy

Rationale

Northern Health School incurs significant expenditure on travel and accommodation costs. The school attempts to keep such expenditure at a cost-effective level without prejudicing the purpose of such travel.

From time to time staff and Board of Trustees members may be required to travel on NHS business, and in these situations all ordinary, reasonable and necessary expenses relating to the staff or Board of Trustees member only and directly relating to the completion of such business will be reimbursed.

Purpose

This policy aims to clearly identify for staff members and the Board of Trustees those expenses considered to be legitimate and appropriate and the way in which such expenses will be authorized and subsequently reimbursed.

Guidelines

- a) On occasion, if required, staff and Trustees may use their own vehicles on school business, particularly with regard to the delivery of service to community based students. In this situation staff and Board of Trustees members will be reimbursed at the level recommended by IRD.
- b) Where expense reimbursements are outlined in applicable employment agreements, such provisions will have precedence over any conditions outlined in this policy or the accompanying procedures.
- c) Those who travel on NHS business are not expected to gain or lose financially by doing so.
- d) Vehicle Use
 - NHS has school owned vehicles for use by staff and Trustees. Wherever possible staff or Board of Trustees members will use these vehicles when traveling on school business.
 - The use of rental vehicles or private cars will only be considered when school owned vehicles are not available. Wherever possible rental vehicle use will be pre-approved by the principal or the person delegated and booked by the NHS Business Manager or the person delegated.
 - Procedures and guidelines for the use of rental vehicles and private cars are contained in the NHS Procedures Handbook.

e) Accommodation

- Wherever possible accommodation should be pre-approved by the principal or the person delegated, and booked by the NHS Business Manager.
- Staff or Board of Trustees members choosing to stay privately do so by agreement with the principal or person delegated. Private stays are reimbursed under the provisions of the appropriate employment contract or if this is not applicable, information in this regard is contained in the Procedures Handbook.

f) Air Travel

- Minuted Board approval is required before any international air travel can be undertaken by staff or Trustees.
- Economy class travel will be the standard for all staff or Board of Trustees members.

Adopted February 2019

Chairperson _____

Review Date February 2022