

NAG 3—Personnel

Staff and Board Travel and Accommodation Policy

Rationale

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

From time to time staff and Board 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 member directly relating to the completion of such business will be reimbursed.

Purpose

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

Guidelines

- a) Vehicle Use
 - NHS has school owned vehicles for use by staff and Board Members. Wherever possible staff or Board 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. 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.
- b) On occasion, if required, staff may use their own vehicles on school business, particularly with regard to the delivery of service to community based students. In this situation staff members will be reimbursed at the level recommended by IRD.
- c) Board members may use their vehicle to attend Board business and will be reimbursed at the level recommended by IRD.

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.
- d) Those who travel on NHS business are not expected to gain or lose financially by doing so.

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 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 Board Members. This is documented as per the requirements of the MOE for Sensitive Expenditure.
- Economy class travel will be the standard for all staff or School Board members.

Adopted February 2022

Chairperson _____

Review Date February 2025