

## Aratoi Regional Trust – Travel Policy

Section: Finance and Operations  
Approval Date: October 2022  
Next Review Date: October 2025

Authorised by	Role	Signature
David Moriarty	Chair, Aratoi Regional Trust	

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### Purpose

To provide a consistent understanding of ART's policy on travel and to ensure that any travel on behalf of ART is clearly linked to its objectives.

### Introduction

Subject to the requirements set out below, Board Members, the Director and staff may incur travel expenses to conduct business on behalf of ART, or to attend an event as a representative of ART, or where they have been authorised by either the Board or the Director as may be appropriate to attend a conference.

### Policy

#### 1. Purpose

The purpose of this policy is to:

- set out the principles to which staff must adhere when planning and arranging travel on ART business
- outline the processes to be followed with respect to arranging and approving travel and associated expenses
- ensure sound financial management and accountability associated with ART expenditure on travel
- ensure that ART fulfills its obligations with respect to duty of care for staff undertaking travel on ART business.

#### 1. Approval

Staff who wish to travel on ART business must submit a proposal for consideration by the Board or Director, as appropriate, which sets out the intended outcomes of the travel and a reasonable estimation of the likely costs. Before approving such a proposal, the Director must be satisfied that

- the travel is appropriate,justifiable, and
- the associated costs to ART are conservative and appropriate,and based on the'best fare of the day'.

Under no circumstances may staff members approve their own travel and associated expenditure. Specifically, the one-up principle applies at all times. The Director may authorise their own travel within the Wairarapa region and beyond – with the exception of any air or long-distance travel, - but any approval of costs or reimbursements must be done under the one-up principle.

All travel on ART business and associated expenditure by Board members must comply with this policy.

ART recognises that expenditure related to travel and accommodation poses a risk with respect to sensitive expenditure and has an expectation that the Sensitive Expenditure policy is followed. ART expenditure on travel and associated activities must be able to withstand local government and public scrutiny. Staff must ensure that expenditure incurred while travelling on ART business is conservative, reasonable and in accordance with this policy.

## 2. Process

Travel may only be booked where prior approval has been granted.

To the extent practical air travel shall be booked well ahead of actual travel so the expenditure is the most cost effective possible. The lowest available economy class fare shall be used for all journeys. Benefits of membership of an airline club must not influence the airline company used. However, if benefits of an airline club is accrued by an employee or board member they may be used for personal travel.

Where ground transport is required as part of ART business, staff should use the most cost-effective and safe form of transport available.

A private vehicle may be used for ART travel, subject to prior approval by the Director. Staff will be reimbursed for kilometers travelled at the current IRD rate for employees.

Any food or drink to be paid for by ART staff while travelling must be mid-range and claims for meals purchased while travelling on ART business will be authorised on an actual and reasonable basis by the Director after receipt of GST invoices.

A staff member wishing to apply in advance for a per diem payment must make a case in writing for consideration by the Director in advance of the travel.

ART will not reimburse any personal expenses, such as mini bar items. Where private travel is undertaken in conjunction with ART business, any expenses incurred during private travel are treated as personal expenses.

ART will meet the reasonable costs of telephone, mobile phone and internet use required for business purposes while a staff member is travelling. ART will meet conservative and reasonable costs of communication with family for staff travelling on ART business; higher than normal communication costs will be met by the ART only in emergency situations.

Staff who wish to entertain on ART business must do so in line with the Sensitive Expenditure Policy.

Staff are responsible for ensuring that they have all relevant documentation for overseas travel, including passport, visas and re-entry permits where required, before travelling on ART business. ART will meet the cost of any documentation required for a particular business trip. ART will meet the costs of inoculations prior to travel to particular countries if they are recommended by a registered medical practitioner.

ART will not allow staff to travel internationally on ART business without appropriate insurance cover. Staff who elect to undertake private travel in conjunction with travel on ART business, are required to make their own travel insurance arrangements for the period of personal travel and to personally meet any associated insurance costs; personal travel insurance can be arranged at the ART rate through the ART's travel insurance company.

## Definitions

**"Domestic"** means travel in New Zealand

**"Best fare of the day"** means the lowest cost fare/ rate at the time of booking

**"Personal expense"** means an expense that is not directly relevant to ART business including expenses associated with personal grooming, laundry, dry-cleaning, health-care, clothing (including hire), entertainment and recreation (including in-room movies and video rentals) or any private travel undertaken in conjunction with ART business.

**Audience**

All Aratoi Board and staff.

**Related procedures and Documents**

Credit Card Policy

Sensitive Expenditure Policy

Museums Aotearoa Code of Ethics

Delegations Authority