

NMIT TRAVEL BOOKINGS, ACCOMMODATION ALLOWANCES and EXPENSES

Section	People and Organisation Development		
Approval Date	01.02.2023	Approved by	Business Division Lead
Next Review	01.02.2024	Responsibility	Executive Director – Finance & Operations
This review	17.01.2023	Key Evaluation Question	

PURPOSE

To ensure that travel, accommodation and rental vehicle bookings are made efficiently, and that reimbursement of costs is set at a level appropriate and in line with approved Te Pūkenga allowances. Travel, accommodation and associated costs must be wholly necessary for the purposes of Te Pūkenga business. As a government and student funded organisation, NMIT is publicly accountable and obliged to use its resources in a responsible manner.

SCOPE

This Policy:

1. Relates to all kaimahi domestic and international travel, and accommodation and applicable costs associated with Te Pūkenga business.
2. Provides guidance on procedures, other associated costs and the current maximum levels of spend.
3. Covers travel and accommodation associated with work or development with relevant organisations, which must have prior approval by a Primary Manager or Business Division Lead.
4. Covers travel and accommodation associated with travel for Te Pūkenga business purposes by kaimahi and includes professional development activities.

DESIGNATED TRAVEL MANAGEMENT COMPANY

Te Pūkenga is party to the All-of-Government (AOG) Travel Management contract which requires kaimahi to book through the contracted Travel Management Company (TMC). The AOG contract delivers savings which are not available by 'booking direct'.

The Te Pūkenga designated TMC is Orbit Travel Nelson. Travel, accommodation and rental vehicle bookings must be done through the TMC. Failure to make bookings through the TMC may delay payment to other third parties and/or reimbursement of any personal expenditure incurred.

If the TMC is used for personal travel arrangements, the cost is to be met by the individual making them.

If a travel itinerary contains a mix of both business and private travel, the total cost of travel is to be charged to Te Pūkenga. Any personal travel within the itinerary is to be identified, and its cost reimbursed by the kaimahi to Te Pūkenga.

Where a company other than the TMC is used to book travel, the reimbursement of any subsequent costs for changing itineraries or flights (including cancellations) will be at the discretion of Te Pūkenga.

RESPONSIBILITIES

Business Division Lead/Primary Manager	Approves travel within budget limits.
Designated Curriculum Area/team travel coordinator	<p>Arranges travel and accommodation for kaimahi within their programme area/team.</p> <p>Raises Unimarket purchase order for travel costs (including administration fees) for approval by the relevant budget holder, including purchase orders for travel and accommodation associated with approved professional development and training activities.</p>
Designated Travel Management Company (TMC)	<p>Books travel, accommodation and rental vehicles as required.</p> <p>Confirms travel and provides tickets to the designated team travel coordinator.</p> <p>Sends tax invoices for payment.</p> <p>Provides consolidated travel information and reports on a monthly basis.</p>
Finance	<p>Issue insurance travel cards for international travel.</p> <p>Issue budget analysis codes for approved PD applications requiring travel.</p> <p>Process supplier invoices and kaimahi reimbursements, matching them to approved Unimarket purchase orders and making payment.</p>
Kaimahi (staff member)	Raises or has a Unimarket purchase order raised for reimbursement of business expenses incurred personally, and provides a copy of the approved order, together with all receipts to Finance .
Kaimahi approved to travel	Complete travel/accommodation arrangements through the designated travel coordinator in their Curriculum Area/team.
Te Pūkenga	Reviews and approves the designated Travel Management Company.

PROCEDURE

Travel, accommodation and rental vehicle bookings must be made through the TMC.

Bookings should be made as soon as the need to travel is known, to take advantage of cheaper travel rates.

Prior to booking, approval to travel must be obtained from the Business Division Lead or Primary Manager. For costs associated with Professional Development, prior approval must be obtained through the Professional Development application procedure as outlined in the Learning and Development policy.

A requisition must be raised in Unimarket for travel costs (including administration fees) for approval by budget holder. Once approved, travel may be booked through the designated Travel Management Company.

The travel coordinator completes the travel bookings through the designated TMC, 'receives' the travel documentation and provides it to the kaimahi travelling and 'receives' the order through Unimarket on receipt of travel documentation.

DOMESTIC TRAVEL

This covers all kaimahi who are travelling within New Zealand on Te Pūkenga business.

Allowances are paid from the team or professional development budget as appropriate.

Prior approval from the Primary Manager is required.

When a kaimahi does not return to their place of residence in the same day, lunch, dinner and breakfast can be included with the accommodation booking through the TMC by the charge back process, or by kaimahi reimbursement submitted via an approved Unimarket purchase order, including **receipts**.

a) **Accommodation Allowance:**

Accommodation up to \$240.00 + GST per night

\$50.00 if staying privately (no receipts required).

Costs incurred above these rates are payable by the kaimahi unless approved by the relevant Primary Manager. NB: *The production of receipts to prove actual and reasonable expenses is necessary when claiming accommodation allowances.*

b) **Meal Allowances:**

Breakfast up to \$25 + GST

Lunch up to \$30 + GST

Dinner up to \$50 + GST

Costs incurred above these rates are payable by the kaimahi. The cost of any alcohol consumed with a meal for kaimahi claiming meal allowances is not reimbursable.

Note: Where accommodation includes meals, the meal allowance is not payable.

Receipts need to be produced to prove actual and reasonable expenses for meals.

The allowance is not payable when the kaimahi leaves and returns to their place of residence in the same day. In such cases actual and reasonable expenses are reimbursed at the discretion of the Primary Manager.

c) In accordance with the National Expenditure Policy (Clause 8), the Business Division Lead must approve all alcohol purchases in advance of the event. Where regular entertainment is required for business purposes, the Business Division Lead may grant individual kaimahi discretion to purchase alcohol without the need for prior approval on an event-by-event basis. This approval will be provided by email.

Kaimahi must be mindful of expenditure on alcohol in line with sensitive expenditure/perception.

d) **Travelling**

Kaimahi who require transport as part of approved duties may use the following, stated in order of preference:

- i) A Te Pūkenga vehicle.

- ii) The cheapest convenient method of transport if Te Pūkenga transport is not available (receipts are required).
- iii) A rental vehicle in certain cases (see notes 1 & 2 below).
- iv) Their own vehicle (see note 3. below).

NOTES

1. A rental vehicle may be used for travel where no alternative exists and Primary Manager approval is obtained.
2. The designated TMC can provide quotes on rental vehicles and a charge back facility is available in most cases.
3. Kaimahi using their own vehicle for travel will be reimbursed the amount per kilometre as specified in their employment agreement. If not specified, the [IRD rate](#) at that point in time will be applied. Vehicles being used for Te Pūkenga business are covered by Te Pūkenga insurance.
4. For further information on the use of NMIT vehicles or rentals see the [Safe Driving and Fleet Management Policy](#) available on the Intranet/NMIT website.

INTERNATIONAL TRAVEL

This covers all kaimahi who are travelling internationally on Te Pūkenga business.

International travel must be approved by the Business Division Lead prior to booking.

All travel by kaimahi will be economy class, unless otherwise approved in advance by the Business Division Lead.

The travel itinerary should take account of the impact of long-distance travel on the individual.

Bookings for international flights and accommodation must be made through the TMC.

A charge back facility is not always available for international travel and accommodation through the designated TMC. Please check with the TMC prior to booking. A credit card may be required to guarantee bookings (even when a charge back facility is available).

Reimbursement is via the same process for national travel in New Zealand (as described above).

ACCOMMODATION ALLOWANCE

Reimbursement is for reasonable accommodation at the discretion of the Business Division Lead.

The production of receipts to prove actual and reasonable expenses is necessary when claiming accommodation allowances.

MEAL ALLOWANCE

Reimbursement is for reasonable meal expenses at the discretion of the Business Division Lead.

The production of receipts to prove actual and reasonable expenses is necessary when claiming for meal allowances.

PER DIEM

Per Diem covers incidental personal costs such as phone calls home, drinks, snacks, personal sightseeing etc. associated with travel.

It does not cover personally incurred work-related costs which should be claimed as kaimahi reimbursements e.g. accommodation, meals, transport.

The daily per diem rate to cover incidental travel costs which may arise and to cover the inconvenience of being away from home is calculated as follows:

\$50 less tax multiplied by the number of days away including travel days

This amount will be paid with the employee's salary by payroll following the submission of an [Expenses Reimbursement claim](#) which has been approved by the relevant budget holder.

This will be deemed to fully compensate the employee for any inconvenience associated with international travel.

OTHER TRAVEL-RELATED COSTS

Te Pūkenga will reimburse for the following business-related travel costs on production of receipts:
Visas; vaccinations; passport renewals; airport taxes; and excess baggage.

Te Pūkenga will not reimburse specific personal expenses such as in-house movies, mini bar, or other special hotel facilities such as gyms or hairdressers.

INTERNATIONAL TRAVEL INSURANCE CARDS

Before embarking on international travel, kaimahi should obtain a travel insurance card from Finance, which provides the policy reference number and a number to ring in case of emergency.

LOST PROPERTY

Claims for lost property should be made to Finance immediately on return. It is helpful if kaimahi have digital photographs of items lost.

AIRLINE LOYALTY SCHEMES

Kaimahi travelling for the purposes of Te Pūkenga business must not influence the choice of airline with which they travel in order to accumulate personal travel benefits.

BUDGETING

Budget holders must allow sufficient funds for travel and accommodation expenditure within their annual budget.

INSURANCE

Travel insurance is provided by Te Pūkenga for international travel only. Te Pūkenga does not provide domestic travel insurance.

RISK

All kaimahi travelling overseas on Te Pūkenga business must register with the website www.safetravel.govt.nz which will also advise whether it is safe to travel to their intended destination.

Travel should either not be undertaken or should be deferred to destinations identified by the Ministry of Foreign Affairs and Trade as high or extreme risk destinations. The Business Division Lead will make the final decision on kaimahi travelling internationally if there is any risk involved.

REFERENCES

INTERNAL

[NMIT Learning & Development Policy](#)

[NMIT Safe Driving and Fleet Management Policy](#)

[Te Pūkenga Expenditure Policy](#)

EXTERNAL

[Taxation \(Annual Rates, Employee Allowances, and Remedial Matters\) Act 2014](#)

[Land Transport Act 1998](#)