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<b>Approval Authority</b>	Chief Financial Officer
<b>Contact Person</b>	Procurement Services Analyst – Financial Services

## Introduction

This document covers travel and the payment of travel expenses for any person travelling on behalf of the University or with University funding.

The intent of this document is to provide safe passage for travellers on University business while mitigating travel costs for the University.

Staff must ensure that expenditure incurred while travelling on University business is conservative, reasonable, adequately documented and in accordance with University policy requirements.

Breach of this policy may constitute an act of misconduct and will be dealt with in accordance with the University's [Staff Code of Conduct \(PDF, 184KB\)](#)

## Definitions

**AoG** - All of Government contracts that Universities are eligible to participate in.

**Best fare of the day** - The lowest cost fare at the time as identified by the University's travel management company.

**Conference accommodation** - Accommodation as directed by the conference being attended.

**Corporate travel** - Any travel undertaken for or on behalf of the University and is directly related to University business.

**Domestic travel** - Travel within New Zealand.

**Emergency travel arrangements** - Travel and associated arrangements to ensure the personal safety of the traveller or as a result of the traveller experiencing unforeseen serious personal tragedy.

**Leisure travel** - Any travel undertaken for any reason other than that directly related to University business. May also be referred to as private travel.

**Long-haul international travel** - Travel to, from, between and within international locations outside Australia and New Zealand, for the purpose of this policy.

**Major Travel Expenses** - Flights, accommodation and rental vehicles.

**MBIE** - Ministry of Business, Innovation and Employment.

**MFAT** - Ministry of Foreign Affairs and Trade.

**Minor Travel Expenses** - Meals, taxi charges, mileage claims, and other reasonable minor expenses associated with corporate travel.

**Personal expense** - Any expense that is not directly related to University business.

**Point-to-point travel** - Travelling directly between locations where University business occurs.

**Preferred supplier** - An individual or organisation contracted by the University, the Ministry of Business, Innovation and Employment (MBIE) or University Procurement Group (UPG) to provide services associated with travel.

**Short-haul international travel** - Travel to and from Australia and New Zealand and includes travel within Australia, for the purpose of this policy.

**SMT** - Senior Management Team

**Snacks** – In addition to smaller snack items, includes morning and afternoon tea.

**TMC** - The University's contracted travel management company.

**Travel Booker** - A UC staff member authorised to book domestic and Trans Tasman travel.

**University funded travel** - Any travel paid for from any University expenditure code regardless of the origin of the funds, and any travel paid for by any grant or grant in aid.

**University Traveller** – Anyone travelling on behalf of the University, or with University funding.

**UPG** - Universities Procurement Group.

## **Policy Statement and Guidelines**

### **Responsibilities**

#### **1. University Traveller is required to:**

- 1.1. Book travel through the University's contracted TMC and at the earliest practicable time;
- 1.2. Prioritise the University's requirements above private requirements when requesting travel arrangements;
- 1.3. Identify the inclusion of any private component of travel to the TMC at the outset;
- 1.4. Incur only expenses that are consistent with the business needs;
- 1.5. Take appropriate and reasonable steps for personal safety; and
- 1.6. Ensure all information in the Traveller Profile is kept current.

#### **2. All travel approvers should:**

- 2.1. Maintain knowledge of the current Travel Policy;
- 2.2. Determine if travel is necessary to achieve goals and objectives; and
- 2.3. Approve expenses in accordance with relevant policies.

#### **3. Role of the Chief Financial Officer (CFO)**

- 3.1. The final arbiter of all issues relating to this Travel Policy and practice; and
- 3.2. Monitoring of policy breaches and relevant subsequent action.

### **General**

#### **4. Circumstances where travel expenses may be incurred**

- 4.1. University Travellers may incur travel expenses on behalf of the University only under the following circumstances:
  - a) Where they have been authorised to conduct business on behalf of the University or to attend an event as a representative of the University;
  - b) Where travel is undertaken as an integral part of a research project; and/or
  - c) Where they have been authorised to attend a conference.

#### **5. Private travel**

- 5.1. Private travel will not be funded by the University or by any grant.
- 5.2. Any private component of travel is to be booked separately of corporate travel and no private component of travel is to appear on any University itinerary.

## 6. Risk assessment and personal safety

The University takes its responsibilities under 'duty of care' to its travellers seriously, and as such subscribes to Allianz Global Assistance. Information regarding this service is available via the [University Travel intranet \(University Travel intranet\)](#)

All staff, students and approved contractors must carry an appropriately completed Allianz Global Assistance card at all times when travelling internationally on University business.

### 6.1. Risk Assessment:

- a) Prior to booking international travel and prior to departure, University Travellers must check the [Safe Travel website \(Ministry of Foreign Affairs and Trade \(MFAT\) website\)](#), to assess risks associated with the intended destination;
- b) Travel to high or extreme-risk destinations is never recommended; if it is necessary and justifiable, approval by an SMT member is mandated;
- c) If travel to a high or extreme-risk destination is necessary and justifiable, the University's standard travel insurance policy may not provide cover. It is mandatory for all University Travellers to be insured. Any additional insurance premium will be advised by the University's insurer on a trip-by-trip basis and charged to the University Traveller's service unit, department, or school. Refer to the travel intranet page for process and procedures relating to high and extreme-risk destinations.

### 6.2. Field Activities:

- a) Prior to departure, University Travellers must ensure they have followed the information on preparing for a field activity, contained in the [Hazard Management section of the Health & Safety intranet \(Health & Safety intranet\)](#)

### 6.3. Personal Safety:

- a) Where any University Traveller finds themselves in a situation where their personal safety is at risk they are to take all steps necessary, including use of the Allianz Global Assistance service, to remove themselves from the situation. Where a University P-card is required to affect this, the use is approved.
- b) Full explanation of how the situation arose and the steps taken to mitigate should be provided to the Manager/Head upon the University Traveller's return.
- c) Refer also to section 7 "Emergency travel arrangements".

### 6.4. Inoculations:

- a) The University will meet the costs of inoculations prior to travel to particular countries where they are recommended by MFAT and the travel is a direct requirement of their role.
- b) Staff are responsible for ensuring inoculations are current before travelling.

## 7. Emergency travel arrangements

- 7.1. Any University Traveller needing to make emergency travel arrangements must contact Allianz Global Assistance.
- 7.2. Subject to retrospective approval by the CFO, the University will, using its insurance policies, meet all reasonable costs incurred in making emergency travel arrangements.

## **8. P-cards**

- 8.1. The University would prefer that all staff travelling on University business have been issued a P-card by Financial Services for minor travel expenses and final payment of accommodation and rental vehicles.

## **9. Documentation for travel**

- 9.1. University Travellers are responsible for ensuring that they have all relevant documentation for overseas travel, including passport/s, visa/s and re-entry permit/s where required, before attempting to travel on University business.
- 9.2. The cost of a passport is a personal expense, and will not be met by the University.
- 9.3. The University may meet the cost of any documentation other than a passport if it is required for a particular business trip.

## **10. Personal expenses**

- 10.1. The University will not fund or reimburse personal expenses incurred by a staff member travelling on University business.
- 10.2. Personal expenses include but are not limited to:
  - a) Passport fees;
  - b) Inoculations except where otherwise exempted in this document;
  - c) Airline memberships except where otherwise exempted in this document;
  - d) Alcohol except in accordance with the [Sensitive Expenditure Policy \(PDF, 375KB\) \(Staff Only\)](#);
  - e) Any leisure component of travel;
  - f) Car rental charges over appropriate rates except where otherwise exempted in this document;
  - g) Driver's license issuance or renewal fees;
  - h) Laundry/dry-cleaning expenses except where otherwise exempted in this document;
  - i) Personal credit card membership expenses;
  - j) Personal expenses/services;
  - k) Telephone charges from aeroplane;
  - l) Traffic/parking fines and court costs;
  - m) Luggage claims (loss/damage);
  - n) Unauthorised trips;

- o) Unreasonable meal expenses; and
- p) Snacks and mini-bar.
- q) Any payments for family members or partners travelling with the University Traveller not on University business themselves.

## **11. Airline loyalty programmes/clubs**

- 11.1. University funds from any source may not be used to join airline loyalty programmes or clubs except where approval is given by the relevant SMT member.
- 11.2. Where a staff member's employment with the University ends and the University has funded an airline loyalty programme membership, and where allowed by the membership rules, the membership must be cancelled and refunded to the relevant departmental budget.
- 11.3. Any airline membership approved for funding by the University is to be paid for by University P-card. No personal payments for this will be reimbursed by the University.

## **12. Contracted suppliers**

### **12.1. Travel Management (bookings):**

The University has a contracted TMC for the management and administration of the University's travel requirements on behalf of its travellers. TMC details are available on the [University Travel intranet \(University Travel intranet\)](#)

Air Travel:

The University is a participant to the AoG air travel contracts. Air travel providers are listed on the [University Travel intranet \(University Travel intranet\)](#)

### **12.2. Rental Vehicles:**

The University has a contracted rental car provider as listed on the [University Travel intranet \(University Travel intranet\)](#)

### **12.3. Accommodation:**

UPG has contracted with a number of accommodation providers throughout New Zealand. The University is a party to these contracts and a full list of the providers is available on the [University Travel intranet \(University Travel intranet\)](#).

Where accommodation is not available via UPG providers or more favourable rates can be obtained elsewhere, an alternate provider may be used however the booking must still be made in accordance with this policy.

## **13. Travelling on a Grant**

### **13.1. Conference Grant-in-Aid:**

Once a conference study Grant-in-Aid has been approved, funds can be used for airline bookings, conference registration and accommodation. Where funds are limited and do not cover costs they may be drawn in advance.

### **13.2. Study/Sabbatical Leave**

Any and all travel booking must comply with this policy.

### 13.3. Erskine/Cambridge/Oxford Grant

Erskine/Cambridge/Oxford Grant rules may differ from the above. Clarification can be sought from the Erskine Programme Office, or email [erskine@canterbury.ac.nz](mailto:erskine@canterbury.ac.nz) for further details.

## 14. Insurance Coverage

### 14.1. Domestic:

- a) The University does not provide domestic travel insurance except for the loss of University effects during travel which is covered under the University's Material Loss Insurance Policy; the excess/deductible on this is NZ\$2,500. For further information about the University's deductibles, refer to the University [Insurance intranet \(Financial Services intranet\)](#)
- b) The University has a comprehensive corporate travel programme in place which covers all approved domestic vehicle rentals. All car rentals booked through the TMC are automatically covered by the University's Corporate Travel Programme. Rental vehicle bookings made through other vendors will need to be logged with Financial Services by emailing [insurance@canterbury.ac.nz](mailto:insurance@canterbury.ac.nz)

### 14.2. Short-haul and Long-haul International:

- a) All international travel booked through the TMC is automatically covered by the University's Corporate Travel Insurance Policy. Travellers who make international travel bookings through other suppliers will need to contact Financial Services by filling in the Insurance Activation Form located on the University [Insurance intranet \(Financial Services intranet\)](#) and emailing to [insurance@canterbury.ac.nz](mailto:insurance@canterbury.ac.nz)
- b) The University does not have comprehensive vehicle cover for rental vehicles outside New Zealand. Insurance cover for these must be taken at the point of vehicle booking/pickup. For assistance with arranging international insurance cover, please contact Financial Services by emailing [insurance@canterbury.ac.nz](mailto:insurance@canterbury.ac.nz)

## 15. Approval of travel

### 15.1. Domestic and Short-haul International:

Any proposal by a staff member to travel domestically in New Zealand and Australia or between New Zealand and Australia on University business is subject to approval by the staff member's Manager/Head. Preferably, approval should be in written form, such as email, and kept for audit purposes.

Staff and groups travelling frequently for business purposes (i.e. part of business as usual requirements) may not be required to seek approval for each travel instance, at the discretion of the Manager/Head. The Manager/Head remains responsible for budgetary considerations.

### 15.2. Long-haul International:

- a) University Travellers wishing to travel outside of New Zealand and Australia must gain approval for travel by completing the [Travel Application Form for travel outside New Zealand and Australia \(.docx\)](#)

### 15.3. Basis for approval:

- a) Travel is to be directly attributable to achieving the agreed Key Performance Indicators (KPIs) of the service unit or college; and
- b) Conferences/seminars provide demonstrable benefits to the University through updated knowledge, networking with peers or developing new skills; and
- c) The benefits cannot be achieved through other communication methods; or
- d) The University Traveller is presenting a paper at a conference or seminar which provides demonstrable reputational benefit to the University and/or contributes to the professional or academic community of practice; or
- e) Grant or funding explicitly states that travel is included; and
- f) Support for travel is awarded in a transparent and equitable way; and
- g) Approvals must identify which of the criteria are satisfied; and
- h) Budget is available, or made available should this conflict with 15.3 a) to g)

## 16. Booking travel

### 16.1. General

- a) Approval for travel must be gained, as per section 15 of this policy, before beginning any booking process.
- b) Bookings are to be point-to-point and any personal travel occurring during corporate travel is not to appear on any University itinerary.
- c) All travel is to be on the lowest appropriate and practicable fare/rate available at the time of booking, as presented by the TMC.
- d) No more than five (5) University staff from any one college or department, or three (3) University SMT members may knowingly fly on the same flight.
- e) Staff must obtain prior written approval from their Manager/Head for any excess baggage charges that are likely to be incurred as a result of carrying particular equipment or materials relevant to the purpose of the travel. All other excess baggage charges are a personal expense.
- f) Personally funded upgrades are allowable but must not result in any additional costs to the University.
- g) All University booked accommodation must meet with industry accepted business travel standards with reference to comfort, convenience, and cost.
- h) Travellers are responsible for confirming that any rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the TMC.

### 16.2. Domestic Flights

- a) Bookings are to be made via the TMC's online booking tool. Details of the online booking tool are located on the University [Travel intranet \(Financial Services intranet\)](#)
- b) University P-cards must not be used to directly book flights unless there is a need to make emergency travel arrangements (section 7).



16.3. Short-haul International, as 16.2 and additionally:

- a) Arrangements outside the TMC may be made only where a cheaper fare is available through alternative channels and the University's contracted TMC is unable to match or better the offer and approval has been granted by the appropriate delegated authority.

16.4. Long-haul International:

- a) Long-haul international travel must be booked through the University's contracted TMC unless an alternate quote, with a reputable carrier and booking agent, cannot be matched by the TMC. The alternate quote must be for travel on the same date/s.

16.5. Domestic Accommodation

- a) Bookings should be made via the TMC's online booking tool. Details of the online booking tool are located on the University [Travel intranet \(Financial Services intranet\)](#)
- b) If the TMC cannot access low cost and/or acceptable accommodation outside of the major centres, it is permissible for the traveller to book domestic accommodation by P-card directly with the accommodation provider.
- c) All University booked accommodation must meet reasonable travel standards with reference to comfort, convenience and cost.
- d) With the exception of conference accommodation, the University will not fund, partially or fully, domestic room rates in excess of NZ\$200 (ex GST) base rate per night.
- e) Travellers are responsible for confirming that any rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the TMC.

16.6. Laundry Service

Where a traveller is away from home for more than seven (7) consecutive nights or if a trip has been unexpectedly extended, actual and reasonable laundry expenses will be reimbursed.

16.7. Rental Vehicles

- a) University Car Pool Vehicles
  - Where travel originates in Christchurch, staff must use a University pool vehicle.
- b) Domestic
  - Except where otherwise allowed in the policy, bookings should be made via the TMC's online booking tool. Detail of the online booking tool is located on the University [Travel intranet \(Financial Services intranet\)](#)
  - Travellers must request the smallest vehicle appropriate for their requirements. Rentals for vehicles other than "compact" are not permitted except with the approval of the relevant delegated authority.

- Travellers must refill fuel using a University P-card prior to returning rental vehicles for drop off to mitigate refuelling charges.
  - Only the driver named on the rental forms may drive the vehicle.
- c) Short-haul and Long-haul International
- Vehicles should only be rented when public transportation and taxis are impractical, more expensive or not available.
  - Travellers must request the smallest vehicle appropriate for their requirements. Rentals for vehicles other than “compact” are not permitted except with the approval the appropriate delegated authority. Where this approval is not provided, luxury, premium and specialty car rentals will be funded only at the smallest appropriate vehicle rate. Any difference in fees is the direct responsibility of the traveller at the time of payment.
  - Travellers must refill fuel using a University P-card prior to returning rental vehicles for drop off to mitigate refuelling charges.
  - Inclusion of a GPS is authorised.
  - Only the driver named on the rental forms may drive the vehicle.

## **17. Changing or cancelling bookings**

- 17.1. Any cancellation of bookings made via the University’s contracted TMC must be notified to the TMC as soon as practically possible to ensure mitigation of cancellation fees charged by the end service providers.
- 17.2. Where a direct booking is made (i.e. not via the TMC) it is the University Traveller’s responsibility to cancel bookings within the service provider cancellation policy time frame. When cancelling bookings, a ‘cancellation number’ must be obtained. The University is liable for service providers “no-show” fees.
- 17.3. Consequential costs from changes/cancellations must be considered within the decision making process prior to making the cancellation or change. Staff making changes to previously booked travel arrangements must make these changes through the channel the travel was booked and clearly document the action taken.

## **18. Payments**

- 18.1. All air travel bookings made with the University’s contracted TMC will be automatically charged to the appropriate service unit or college.
- 18.2. All accommodation and rental vehicles payments will be transacted through P-card.
- 18.3. Any reimbursement for air travel bookings made by personal funds requires the approval of the relevant SMT member.
- 18.4. There will be no reimbursement for bookings made by airline loyalty club points.
- 18.5. University funds from whatever source may not be used to purchase carbon credits from airlines.

## **19. Minor Travel Expenses: Meals and incidentals, taxi charges, mileage claims, and other expenses**

19.1. The University P-card should be the primary method used to pay for Minor Travel Expenses.

19.2. Payment for taxis within Christchurch and its satellite towns for travel by University staff (e.g. from residence to airport) should not exceed NZ\$90 (one way, including GST). Additional costs, if not reasonable and justified, may be the responsibility of the traveller.

Staff should always select the least costly mode of transport appropriate for their travel.

There is no limit on taxi charges in other locations, but reasonable judgement should be applied when selecting a taxi as the mode of transport.

19.3. Where it is not possible to use a P-card for payment, actual and reasonable reimbursements will be considered in accordance with the [Sensitive Expenditure Policy \(PDF, 375KB\)](#). The following Minor Travel Expenses may be reimbursed:

- a) Accommodation that cannot be paid for using a P-card;
- b) Reasonable expenses for breakfast, lunch and dinner in accordance with other relevant policies;
- c) Telephone calls and internet charges - University business only; and
- d) Parking charges - but not parking fines or traffic offence notices.

19.4. Travel advances are available in limited situations; such as in locations where P-cards are not commonly accepted, and for students. These instances will be exceptions, not the rule.

19.5. Where a University Traveller is in a country that requires a service tax or gratuities be added to invoices, the University will fund up to 15% of the bill for this purpose.

19.6. Per Diems are catered for in employment and sabbatical contracts on the terms and conditions stated within those contracts

19.7. Use of private vehicles for University business:

- a) Staff are expected to use pool vehicles where possible.
- b) The use of private vehicles for University business is discouraged however University Travellers travelling on University business using their private vehicles may be reimbursed, unless specified by employment contracts, as per the Inland Revenue mileage reimbursement rate.
- c) The University does not provide insurance cover for private vehicles used for University business.
- d) Any claim cannot exceed the equivalent value of travel by air (including economy fare with reasonable booking notice, transport to and from the airport and parking if applicable) or rental car equivalent, to the same destination.
- e) Complete the Payment Request Form to apply for reimbursement of actual and reasonable costs.

- 19.8. All travel expenses must be claimed within one month of the travel being completed.

## Related Documents and Information

### UC Policy Library

- [Purchasing Card \(P-card\) Policy \(PDF, 256KB\)](#)
- [Sensitive Expenditure Policy \(PDF, 375KB\) \(Staff Only\)](#)
- [Staff Code of Conduct \(PDF, 184KB\)](#)

### University Website and Intranet

- [Financial Services Forms \(Financial Services intranet\)](#)
- [Hazard Management section of the Health & Safety intranet \(Health & Safety intranet\)](#)
- [Health & Safety Toolkit \(Health & Safety intranet\)](#)
- [Insurance Activation Form \(Word, 104KB\)](#)
- [Travel Application Form for travel outside New Zealand and Australia \(.docx\)](#)
- [University Insurance intranet \(Financial Services intranet\)](#)
- [University Travel intranet \(University Travel intranet\)](#)

### External

- [Mileage rates \(Inland Revenue Department website\)](#)
- [Safe Travel website \(Ministry of Foreign Affairs and Trade \(MFAT\) website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Major review of document and conversion into new template.	Chief Financial Officer	Sep 2013
1.01	Minor revision of wording in section 15	Strategic Procurement Manager	Sep 2013
1.02	Updated hyperlinks	Policy Unit	Nov 2013
1.03	Review date pushed out.	Policy Unit	Sep 2014
1.04	Fully reviewed by CO, minor changes. Hyperlinks updated, general formatting.	Policy Unit	Sep 2014
1.05	Minor revision by CO.	Policy Unit	Dec 2014
1.06	'Vero' updated to 'Allianz' to reflect current insurance.	Policy Unit	Feb 2015
1.07	CO changed from Strategic Recruitment Manager to Procurement Services Analyst.	Policy Unit	Sep 2015

1.08	Changes made to bring in line with 2016 Delegations Schedule: removal of reference to MFAT identification and classification under 6.1, Risk Assessment.	Policy Unit.	Mar 2016
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