

NZARE Travel Policy for Council members attending Council meetings (January 2010)

You are asked to arrange your own travel to and from the Council meetings, and claim costs using the NZARE Claim Form.

There is an expectation that you will:

- choose a cost effective mode of travel
- book early in order to obtain competitive prices
- where appropriate, co-ordinate with other Council members to share transport expenses (eg share a private car, or share a taxi or taxi van).

For one day meetings, neither accommodation nor meals may be charged without prior approval. Morning tea and lunch is generally provided at the meetings.

Actual and reasonable travel expenses will be reimbursed.

You can claim the expense as soon as you have paid the money, which may be prior to the meeting being held.

If you are unable to pay in advance, or are concerned that costs are excessive, please contact the Treasurer.

All claims must be fully supported by receipts, and on the claim form it should be clearly articulated whether it is a NZARE (general) or NZJES expense.

Occasionally Council members combine NZARE and personal or work travel. The claimant must ensure that the cost of travel is no greater than the cost of travel to the Council meeting alone. In the case of combined NZARE and work travel it may be appropriate to claim half the cost from each organisation.

Appropriate modes of transport include flights, trains, buses, private vehicles, and (sparingly) taxis. When using a private car, you may claim mileage and car parking if appropriate.

Please be cognisant that travel expenses are paid for by member subscriptions. Council Members need to take due care that defensible, cost effective travel options are chosen.

If in doubt, please check with Treasurer prior to travel and payment.

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