

TRAVEL & ACCOMMODATION POLICY

Overview

Content

This policy covers the following topics for managers, contractors and all staff regarding travel and accommodation supported and reimbursed by ADHB.

Note: This policy excludes Senior Medical/Dental Officer CME travel. The use of CME funds for SMO/SDO travel can be accessed through the following link.

[Continuing Medical Education \(CME\) for SMOs - Expenditure](#)

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TRAVEL & ACCOMMODATION POLICY

Introduction

Purpose To specify ADHB's policy in respect of travel and accommodation on behalf of ADHB.

Background The Office of the Auditor General states that:

“... all expenditure by a public entity is ... the spending of public money – It is not the property of staff (including members, office holders, managers, and employees) of the entity to do with as they please. Consequently, the expenditure should be:

- *Subject to the standards of probity and financial prudence that are to be expected of a public entity; and*
 - *Able to withstand Parliamentary and public [scrutiny](#).”*
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Scope This policy applies to all employees of ADHB including those working part-time and to contractors claiming expenses from ADHB.

Policy relating to claiming reimbursement of expenses incurred on authorised ADHB business is covered in [Expenses - Personal Work Related](#)

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Definitions

Definitions

The following terms are used within this document.

Term	Definition
Business Travel	<p>Travel that is related to the business of the DHB.</p> <p>It may include non-clinical training necessary for ADHB's business e.g. some IMTS and/or Medical Engineering service requirements.</p> <p>It excludes travel for the purposes of an employee's professional development, research or sponsored travel.</p>
Continuing Professional Education (CPE) Travel	<p>Travel that is related to an employee's role and their individual professional development.</p> <p>It is inclusive of:</p> <ul style="list-style-type: none"> • CNME: Continuing Nursing and Midwifery Education (NZNO and MERA coverage only) • CTME: Continuing Technical Medical Education (some APEX contracts only) • Education requirements for staff covered under the PSA MECAs • Professional development requirements for staff covered by IEAs
Sponsored Travel	<p>Any travel that is associated (may also include sponsored research travel)</p>

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Associated Documents

Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none">• Conduct Standards• Fraud• Expenses - Personal Work Related• Continuing Professional Education (CPE)• Leave & Expenses• Sponsorship, Donations & Corporate Hospitality• Private Vehicles - Business Use• Research Leave & Expenses (under development)
Delegated Authority	<ul style="list-style-type: none">• Delegated Authority Policy• Delegated Authority Register
Intranet Site	<ul style="list-style-type: none">• http://adhbintranet/AirTravel/travel_insurance.htm
Forms	<ul style="list-style-type: none">• http://adhbintranet/hr/Forms/
Office of Auditor General (OAG)	<ul style="list-style-type: none">• http://www.oag.govt.nz/2007/sensitive-expenditure

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Principles

Principles

The following principles are based on those published by the Office of the Auditor General and underpin travel, accommodation and related entertainment and hospitality expenditure decisions made on ADHB's behalf.

All of these expenditure decisions must:

- Have a justifiable business purpose;
- Preserve impartiality;
- Be made with integrity;
- Be moderate and conservative, having regard to the circumstances; and
- Be appropriate in all respects.

These principles are to be applied as a set. None should be applied alone, and none should be treated as more important than another.

ADHB will exercise good judgment by taking the principles into account in the context of a given situation.

Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, and personal health, security, and safety considerations.

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Responsibilities

Responsibilities

Managers are responsible for:

- Ensuring their staff and contractors comply with this policy
- Ensuring that any expenses incurred on behalf of ADHB are reasonable and meet any relevant MECA requirements
- Only approving travel that is in accordance with this policy.

The approval of travel and expenses which fall outside the provisions of this policy without the prior approval of a General Manager (or higher where provided in this policy) will be considered to be a breach of policy and may invoke the Non-Compliance provisions below.

Individual employees and contractors have a responsibility to ensure that this policy is adhered to.

Travel Coordinators are responsible for administering travel bookings in line with this policy.

Audit Responsibilities

All overseas travel over \$7,000 will be reported to the Board Administrator by Internal Audit quarterly for inclusion in the papers for the Board Finance Committee.

Internal Audit will undertake an annual review of compliance with the policy and the effectiveness of systems and processes surrounding travel approvals.

Non-Compliance

Breaches of this policy may result in disciplinary action in accordance with ADHB's disciplinary procedure.

Further Enquiries

Any further enquiries on the Travel Policy are to be referred to your Services HR Consultant.

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ADHB Delegated Authority Levels for Travel

Table 1: Business Travel – Management Level	CE 1	2	3	4
Any business travel > \$7,000 in total	√ *			
Managers				
Level 1 & Level 2 partnership roles – all travel	√			
Level 3 partnership roles travel within NZ		√		
Level 3 partnership roles overseas travel	√			
Level 4 managers travel within NZ			√	
Managers - all other overseas travel	√			
Clinical and Other Staff				
All other staff travel within NZ			√	
All other staff overseas travel	√			

Table 2: Continuing Professional Education (CPE) Travel Management Level	CE 1	2	3	4
Level 1 to 4 Roles				
Level 1 & 2 partnership roles all CPE travel	√			
Level 3 partnership roles all CPE travel		√		
Level 4 roles for CPE travel within NZ and Australia			√	
Level 4 roles for CPE travel further afield than Australia		√		
All Other Staff				
CPE travel within NZ and Australia			√	
CPE travel further afield than Australia		√		

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ADHB Delegated Authority Levels for Travel, Continued

Table 3: Sponsored Travel – Management Level	CE 1	2	3	4
Any sponsored travel > \$7,000 in total	√*			
Level 1 to 4 Roles				
Level 1 & 2 partnership roles	√			
Level 3 partnership roles		√		
Level 4 roles for sponsored travel within NZ and Australia			√	
Level 4 roles for sponsored travel further afield than Australia		√		
All Other Staff				
Sponsored travel within NZ and Australia			√	
Sponsored travel further afield than Australia		√		

Notes for Tables 1 to 3 above

The requirements of the following must also be met:

- ADHB [Continuing Professional Education \(CPE\) Leave & Expenses](#) policy
- The ADHB draft guidelines for Managers Approving Research Leave and Expenses, or
- The [Sponsorship, Donations & Corporate Hospitality](#) Board policy

Sponsored travel may also include sponsored research travel

* This sign off must be the CE or CFO **only** (as per Board Policy)

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Policy Statements

Categories of Travel

ADHB identifies three categories of travel. Each category has specific Delegated Authority for approval of travel:

- Business Travel
- Continuing Professional Education (CPE) travel
- Sponsored Travel

CPE Travel must meet the requirements of the [Continuing Professional Education \(CPE\) Leave & Expenses](#) policy

Sponsored travel must meet the requirements of the [Sponsorship, Donations & Corporate Hospitality](#) policy

Research-related travel must meet the requirements of the Research Leave & Expenses Policy (under development)

Preferred Travel Agency

All non-CPE travel, accommodation and rental car reservations being paid for by ADHB must be made through ADHB's preferred travel agent.

The preferred ADHB Travel Agent may be changed from time to time. The name of the current preferred supplier(s) can be obtained from the ADHB Intranet site under [Travel](#).

Reservations made through any other source will be regarded as a breach of policy. ADHB will not reimburse travel and accommodation costs other than those incurred through its preferred supplier(s).

Continuing Professional Education (CPE) Travel

- It is ADHB's preference that CPE related bookings also use the preferred supplier(s) via the Travel Agency.
 - This does not preclude an employee from staying at the venue of a conference.
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TRAVEL & ACCOMMODATION POLICY

Policy Statements, Continued

Application for Leave Associated with Travel

Applications for leave covered in this policy must be made by completing the relevant [ADHB Leave Application](#) forms:

- [Leave Application Form](#)

These forms include specific signoff requirements for overseas travel.

Approval of Travel

All travel must have the prior approval of the employee's Manager in line with Delegated Authority. Refer to Tables 1 to 3 above.

All work related travel requires the prior written approval of the person's Manager, unless reimbursement is in accordance with a provision in the person's employment contract.

Staff are cautioned that failure to obtain prior approval for travel is a breach of policy and may also result in reimbursement being declined.

Ancillary Personal Benefit

It is the intention of the ADHB to maximise the use of its limited resources by ensuring that goods and services are purchased at the overall best possible price.

Where a supplier offers ancillary benefits for the personal use of an employee (such as air or hotel points) these offers are to be declined in preference to a discounted price for the service or goods to be provided. Refer to the [Sponsorship, Donations & Corporate Hospitality](#) policy for further information.

Provided that no additional cost results to ADHB and the impact on production/service delivery has been discussed and agreed by the employee's Manager, approved leave entitlement may be incorporated into periods of Board paid travel.

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TRAVEL & ACCOMMODATION POLICY

Policy Statements, Continued

**Expense Claims for
Travel**

All travel expenses incurred must be submitted for approval on a Work Related Expense Claim (electronically or manually).

Claims must be originals. Photocopied claims, or claims with photocopied signatures, receipts or invoices are not acceptable.

Memoranda with preprinted authorisations will not be accepted for the reimbursement of work related expenses.

See Reimbursement Procedures in the [Expenses - Personal Work Related](#) policy for the appropriate procedures.

**Cost Effectiveness
in Travel
Arrangements**

When making travel arrangements, the most cost effective means of transport in the circumstances must be used.

**Reimbursement for
Care of Dependants**

Reimbursement for the care of dependants will be made only in exceptional circumstances, such as when the staff member is required to travel on ADHB business and would not normally incur these costs.

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Travel

Making Travel Reservations

Air travel reservations must be made through ADHB's preferred [supplier\(s\)](#) so that ADHB can obtain the advantage of any discounts or special fares available to it.

The preferred ADHB Travel Agent will seek the lowest cost travel for the required arrangements. There can be significant differences in cost between fares booked well in advance and those booked at last minute, e.g. a return fare from Auckland to Wellington can vary between \$80 and \$650. Travel should be organised to ensure that fares are booked **a minimum of two weeks in advance** in order to achieve the best deal.

Refer also to the [Non-Compliance](#) paragraph in the responsibilities section of this policy.

Confirmation of bookings and tickets shall only be issued upon an authorised S012 containing all details of travel, accommodation and rental cars. The S012 shall be faxed prior to the E-Ticket date advised by ADHB's preferred travel agent to ensure the best possible fare is obtained.

Alterations & Cancellations

Alterations and cancellations are to be made through ADHB's preferred travel agent wherever practical to ensure a credit is received for the unused reservations.

If it does become necessary to cancel a reservation directly with the service provider, obtain a cancellation number to avoid the possibility of disputes later.

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Travel, Continued

Domestic Travel

If travelling for a meeting which is less than 4 hours duration, employees must demonstrate that attempts have been made to hold the meeting by conference call or [videoconference](#).

Employees must use the company's preferred supplier(s) for booking travel and [accommodation](#). ADHB's policy is to select 'best fare on the day and within an appropriate timeframe'.

The following factors shall be considered in selecting an appropriate fare:

- Use of 'saver' fares in preference to 'flexi' fares. In most cases a credit can be obtained for a cancelled 'saver' fare providing it is cancelled more than 24 hours in advance. ADHB's preferred supplier will be advised to only book the low cost "saver" fares using the airline with the best "saver" rate at the time of booking. Bookings of any higher cost fares will require the approval of the CFO (or delegate). Note though that if return time is uncertain it may be appropriate to book a 'saver' fare outbound and 'flexi' fare for the return journey
- Off peak flights. Where practical try to arrange travel outside peak times to ensure that lower cost fares are available. Typically peak days on the Auckland-Wellington route are Thursday and Friday, peak times are 7.00-7.30am and 5.30-6.30pm
- ADHB's preferred supplier will provide a list of fares through an on-line booking engine. The lowest fares within 1 hour of the requested time for domestic travel, and within two hours of the requested time for trans-Tasman travel, will be marked as 'policy compliant'. Only 'policy compliant' fares are able to be booked on-line; any other fare will need to be booked via SO12 and authorised by the CFO (or delegate).

International Travel

Employees must use the company's preferred supplier(s) for booking flights whenever possible. Refer to Tables 4 and 5 below for further detail.

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Travel, Continued

Table 4: International Travel			
	CPE Travel	Business Travel	Sponsored Travel
Less than 5 hours	Economy	Economy	Economy
5 or more hours	Economy or One up class from economy if required to work on day of arrival	Economy or One up class from economy if required to work on day of arrival	As agreed with Sponsor

Notes

- One up class from economy may be approved for CPE / Business Travel **if the employee is required to work on day of arrival** at either end of the journey.
 - For the purposes of the number of hours, travel is to be direct and excludes overnight (or longer) stopovers.
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Ticket Delivery

Tickets for domestic flights will be electronic tickets. Employees may be required to show personal identification when checking in for the flight.

Tickets for international flights will be couriered to ADHB.

Airport Parking

Parking costs can vary enormously, current domestic terminal parking (uncovered) is \$32 / day whereas off airport parking is priced at \$0.50 / hour. Staff travelling during normal business hours should use off airport parking. Details of off airport parking close to Auckland Airport (managed by Air New Zealand but available to anyone travelling with any airline) are available from the following website: <http://erequest.airnz.co.nz/airnzparking/pricing.htm>

Excess Baggage Charges

Payment for excess baggage (other than for goods belonging to ADHB) is the responsibility of the employee.

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TRAVEL & ACCOMMODATION POLICY

Travel, Continued

Spouse/Partner Travel

The spouse/partner content of travel, accommodation and meals is reimbursable only if the prior written approval of the Chief Executive is obtained.

An air ticket booked for an employee may not be changed for a lesser-cost ticket e.g. to enable a spouse to accompany an employee on travel. Such a practice may be regarded as fraudulent.

Stopovers

The cost of any stopover paid for by ADHB must have a clear business purpose **and be pre-approved** as per the Delegated Authority Policy.

Airline Club Membership

Payment of airline club memberships will only be approved if the employee regularly flies on business related travel at least three times a month.

General Managers or above only may approve these payments.

TRAVEL & ACCOMMODATION POLICY

Accommodation

Policy

When an employee is required to be away from his/her home overnight on a business trip **within New Zealand**, the cost of accommodation will be paid by way of a charge back to ADHB via the preferred supplier, rather than reimbursement to the employee.

Overnight stays should be avoided where possible; they are only appropriate where a meeting / course / conference is for more than one day, and then should only be booked for the nights between.

For **international travel**, the cost of accommodation will be paid by the traveller at the end of their stay, and claimed upon their return to New Zealand, **or** through the travel agent if authorised in advance through an S012.

Hotel Selection & Room Type

Accommodation will be cost-effective, taking into account the geographic location of the accommodation relative to where the employee is working, the standard of accommodation, and any safety and security issues.

Reimbursement for premium or superior accommodation (i.e. Five or Four Star) is to have the prior approval of the General Manager. General Managers may only approve such accommodation if:

- Having such a standard of accommodation is essential to the purpose of the travel and a significant discount is available, or
 - No other suitable accommodation is available.
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Cancellation Procedures

Cancellation of accommodation must be made by phoning the preferred travel agent who made the booking before 6:00pm on the first day of the reservation to avoid a no-show charge.

No-show charges are to be paid by employees and are not reimbursable, unless in exceptional circumstances (usually sickness or family related issues), with the subsequent approval of the General Manager.

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TRAVEL & ACCOMMODATION POLICY

Accommodation, Continued

Staying Privately

When an employee chooses to stay privately when away on a business trip within New Zealand, he/she may be reimbursed at the rate of \$50 per night away on business in lieu of accommodation costs. For trips overseas any private reimbursement should be discussed with the Finance Manager prior to travel.

Laundry Costs

Reasonable laundry costs will be reimbursed for a trip of 5 days or more.

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Meal & Alcohol Expenses

Meal Expenses Reimbursement

When an employee or contractor is required to be away from home overnight on a business trip, reasonable expenses incurred for meals will be reimbursed.

Reasonable will be regarded as:

- Breakfast up to a maximum of NZ \$20 (or in the currency of the country)
- Lunch up to a maximum of NZ \$10 (or in the currency of the country)
- Dinner up to a maximum of NZ \$50 (or in the currency of the country)

All charges must be itemised on a daily basis and all original receipts are to be retained for work-related claims. The employee's Manager is responsible to ensure that the cost reimbursed is reasonable.

Alcoholic Beverages

Alcoholic beverages will not be reimbursed.

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Motor Vehicles

Policy

The most economical type and size of rental car will be used, consistent with the requirements (including the distance and number of people) of the trip.

All business related rental of vehicles shall be through ADHB's preferred supplier [arrangement](#). The use of a rental car must be approved in advance by a General Manager.

Private use of a rental car shall not be permitted except in exceptional circumstances (such as reasonable weekend use when the driver is away from home and undertaking work for ADHB before and after the weekend) and the employee reimburses ADHB for any additional cost.

Fines

The driver of the rental vehicle, will pay any fines (parking or traffic offences) incurred while using a rental vehicle on ADHB business. These are not reimbursable.

Cancellation Procedures

Cancellation of rental cars must be made by phoning the preferred travel agent who made the booking before the first day of the reservation to avoid a no-show charge. The preferred supplier phone number is available from either the ADHB switchboard or the ADHB Intranet site.

No-show charges are to be paid by employees and are not reimbursable.

Refueling Rental Cars

Rental cars should be refueled prior to being returned to the rental car company as rental car companies load the price of fuel used by up to 50%.

The cost of refueling the car used on ADHB business will be a reimbursable expense on the production of a receipt.

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TRAVEL & ACCOMMODATION POLICY

Motor Vehicles, Continued

Insurance

When hiring a rental car within New Zealand, insurance cover is to be declined, as our own insurance covers accidental damage to rental vehicles used by ADHB employees on authorised ADHB business.

For rental cars hired internationally, the insurance cover offered by the rental company should be accepted in all instances. In addition, you should also accept the rental company's offer to pay an additional charge to reduce the level of the rental vehicle excess (otherwise known as collision waiver).

Accidents to Rental Cars

If it is necessary to make a claim for an accident to a rental vehicle, fill out an accident claim form available from the Shared Services Finance Department. The policy excess will be charged to the RC the vehicle was hired to.

If an accident occurs overseas, then completion of the rental car company claim form is also required.

Taxis

The use of taxis will be moderate, conservative, and cost-effective relative to other forms of transport available to ADHB.

ADHB-funded taxis will not be used for travel between home and office, unless the reason for the travel is because of work past a reasonable hour, a safety concern, or similar justification, **and** prior approval for the travel has been given where practicable.

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Travel Insurance

Policy

All employees are covered by an ADHB insurance policy while **travelling internationally** on authorised ADHB business. ADHB will not reimburse the cost of any travel insurance incurred in addition to ADHB's insurance policy for international travel.

Employees are to arrange their own cover for **domestic travel** if required. Most home contents policies have an extension covering the insured's property throughout New Zealand.

Arranging Travel Insurance

Employees travelling internationally for ADHB are automatically covered by ADHB's travel policy. The cost of this cover will be charged to the traveler's RC code at a daily rate. Details of the policy are available from the Legal & Governance website http://adhbintranet/AirTravel/travel_insurance.htm .

Should travel arrangements be made through the preferred travel agent these details will also be emailed when confirming other travel arrangements.

Claims Procedure

Insurance claim forms can be obtained from Legal Services. All claims are to be made through ADHB's insurance broker.

In the case of a personal accident or illness while travelling internationally:

- The employee should seek medical attention from a qualified medical professional as soon as possible
 - Contact the Free phone number (on the travel assistance card) for advice on obtaining treatment. This number can also be used for advice on other types of emergencies encountered by international travellers' e.g. Loss of passport.
 - The employee should retain copies of all doctors and medical receipts and prescriptions issued in order to facilitate recovery of these costs through the travel insurance company.
 - 'Across the counter' pharmacy medicines **will not be reimbursed** unless prescribed by a medical professional and accompanied by a receipt for the prescription
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Foreign Currency

Advances

Advances, in the form of foreign currency and traveller's cheques are available only for extended overseas travel (i.e. greater than 3 weeks). Policy in respect of advances is detailed in the [Expenses - Personal Work Related](#) policy.

Currency Conversions

Foreign currency conversions on expense claims are to be at the rate at which the foreign currency, travellers' cheques or credit card payment was purchased or made.

If advanced, foreign currency not used on a business trip (if any) is to be returned to Finance immediately on return from the trip. It is not to be retained in the care of the employee.

Use of Credit Cards

Personal credit cards should be used for the payment of expenses when travelling internationally wherever possible. This will minimise the fees and commissions payable on currency and travellers' cheques conversions, and have obvious security advantages through minimising the amount of cash or travellers' cheques which need to be carried.

TRAVEL & ACCOMMODATION POLICY

Other Expenses

Non-Reimbursable Expenses

Examples of expenses which are not reimbursable include (but not limited to):

- Fines for traffic and parking violations and towing fees
 - Any illegal use of a motor vehicle
 - Hotel room movies and mini bar expenses
 - Cost of ancillary and optional recreational activities associated with a conference
 - Personal expenses incurred as a result of being away on ADHB business e.g. additional child care, lawn care, care of pets
 - Barber or hairdressing services
 - Health club or gymnasium fees
 - Luggage or briefcases, toiletries or clothing
 - Suit hire costs
 - Tipping
 - 'Across the counter' pharmacy medicines
 - Other personal costs such as personal postage costs, recreational activities, sightseeing, cinema tickets or private travel while on a business trip.
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TRAVEL & ACCOMMODATION POLICY

Private Vehicle Use

Use of Private Vehicles

Refer to ADHB policy - [Private Vehicles - Business Use](#)
