



**PERSONNEL POLICY
FOR THE MANAGEMENT OF
ENVIRONMENT CANTERBURY**

TRAVELLING ON COUNCIL BUSINESS - POLICY NO.32

APPROVED BY: Dr Bryan Jenkins

DATE: 5 November 2009

-
- 32.1 Coverage All employees of the Chief Executive of Environment Canterbury.
- 32.2 Purpose This policy covers all situations when employees need to travel on Environment Canterbury business and requires at least one overnight stay. The reimbursement or Environment Canterbury charge back is designed to ensure that employees are not out of pocket. Environment Canterbury will pay actual and reasonable costs within the limits set in the policy.
- 32.3 Policy
- (i) Approval for overnight stays and air travel must be obtained from a supervisor with the appropriate authority. This approval may be verbal. Expense claims must be endorsed by the supervisor indicating that the overnight stay or air travel was approved.
 - (ii) Expense claims must be actual and reasonable, unless there is a specified exception.
 - (iii) Original receipts must be provided. Receipts are required for tax reasons such as FBT, GST, as well as the desire to demonstrate best practice in regard to the Auditor General's "sensitive expenditure" guidelines. If no receipts are provided, claims will be refused.
 - (iv) Receipts must be itemised, for example, a motel receipt must specify accommodation and meal costs separately. If a receipt is not appropriately itemised, reimbursement will be refused.
 - (v) Employees shall be entitled to an incidentals allowance of \$10.50 per overnight stay.
 - (vi) Hotel or motel accommodation must be arranged through the central booking system administered by the Corporate Administration employees.

- (vii) Where an overnight stay is required, the costs of breakfast or lunch prior to the first evening, will not be accepted if it was reasonable for the cost of these meals to be met by the employee.
- (viii) The costs of lunch on the last day of an overnight stay will not be accepted if the employee returns to their office or depot prior to 1.00 p.m.
- (ix) Claims for meal expenses must be appropriate to the occasion.

Breakfast

The cost of breakfast is generally governed by the rate charged by the accommodation provider. In some cases, this may be included as part of the room rate.

Lunch

A fair and reasonable cost based on what an employee would normally spend on their own lunch at their usual place of work, or what is practically available in an isolated location, will be reimbursed.

Dinner

Claims for dinner expenses will be reimbursed on the following basis:

\$40 (including GST) – if employee is travelling for non-field activities such as meetings, conference, office-based work.

\$45 (including GST) – if employee is actively engaged in field work.

An additional \$5 will be added to each of the above dinner expense values when working in the Chatham Islands.

Where full conference attendance is authorised, the cost of “the conference dinner” will be accepted.

- (x) Claims for the cost of alcoholic drinks will not be accepted.
- (xi) Where an overnight stay is required and:
 - (a) the employee chooses to stay with friends or relatives, or
 - (b) there is no hotel or motel accommodation available, and a caravan, tent, DOC hut, shearers quarters etc. is used; in addition to accommodation or hire charges,

the employee shall be entitled to a special allowance of \$30 per overnight stay (if in the Chatham Islands \$35.00 shall be paid), in lieu of evening meal, breakfast and other expenses. Where the employee is camping out using their own camping gear there shall be a special allowance for use of their own equipment of \$20.00 per night.

- (xii) Where an employee is required by their supervisor to work after their normal hours of work, and after 7.00 p.m., without a meal break, and if it is not possible or appropriate for the employee to return home for a meal, reimbursement for an evening meal, in accordance with the above provisions, will be accepted.

Footnote: When staying away overnight on Environment Canterbury business or arriving home later than expected it is acceptable to telephone home and have this reimbursed by Environment Canterbury. When telephoning from hotels, motels etc. please remember that they charge a higher rate than that charged directly by the phone company.