



Travel costs and expenditure by staff – procedure

Staff travel costs must be adequately controlled through the Management Team and the Proprietor's Trust. Travel will normally have been budgeted before the start of the financial year when Professional Development and other trips are planned. This planning process will include forecast expenditure on travel.

1. Where possible flight bookings should be made at least two months in advance of travel in order that costs are minimised, or at least soon after approval is given by the Management Team for that travel. The person who is flying will have obtained written authorisation from Management Team for the travel. If the cost is likely to be over \$1,000 then this will need further approval from two members of the Trust (including the Treasurer or Chair). The Management Team will ensure that the expenditure is within budget.
2. Travel by car may be reimbursed at a rate per litre being that shown on the AA website. For mileage claims for home visits the appropriate form should be used.
3. Taxis may be used by staff in circumstances where other transport systems are not available.
4. Accommodation is not normally required as billets may be found for staff travelling to many centres. If billets are not available then a cheap option should be confirmed and authorised by the Management Team in advance. Food and drink and other sundry expenditure are not reimbursed.
5. Expenses relating to home visits are reimbursed according to the staff contract

All expenditure must be supported by a GST receipt (ie with a GST number on) if the supplier is registered. The receipt must be submitted to the Administrator within a month so that expenditure can be properly monitored. Reimbursement may not be made for expenditure that is over a month old.

Staff will be informed of this procedure and will be consulted with prior to any changes. The Trust and the school community is informed of the procedure through the parent handbook.

Signed: G. Macleod Name: Julie Macleod

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