



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Travel costs and expenditure by staff – procedure

Staff travel costs must be adequately controlled by the Principal and the Board of Trustees. 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 Principal for that travel. The person who is flying will have obtained written authorisation from the Principal for the travel. If the cost is likely to be over \$1,000 then this will need further approval from two members of the Board of Trustees (including the Treasurer or Chair). The Principal will ensure that the expenditure is within budget.
2. Travel by car may be reimbursed at a rate of 10 litres per 100km with the cost per litre being that advised by the Automobile Association.
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 Principal in advance. Food and drink and other sundry expenditure are not reimbursed.

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 office 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 Board of Trustees and the school community is informed of the procedure through the parent handbook.

Redrafted November 2018

Signed: _____

Dated: ____/____/____ Review Date: ____/____/____