

Hātepe Kaimahi

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

What guides us

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

TRAVEL

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Sponsor	: Deputy Chief Executive Systems and Support
Owner	: Manager Finance
Who are these procedures for	: All kaimahi

This hātepe supports the [Financial and Human Resources Delegations Governance Policy](#) approved by the Board of Trustees.

Purpose and scope

1. This hātepe provides direction to Te Aho o Te Kura Pounamu (Te Kura) Kaimahi to ensure that all Travel complies with public sector standards, is reasonable, can withstand public and parliamentary scrutiny, and is properly documented for independent review.
2. This hātepe applies to all Travellers, as defined below, Travelling on behalf of Te Kura.
3. Everyone covered by this hātepe, regardless of their role, must consistently adhere to all Te Kura policies and comply with New Zealand laws.
4. This hātepe shall not supersede or modify any conditions of employment specified in any employment agreement or contract for service.

Delegated authorities

5. Approval of Travel and Incidental Costs must comply with the [Financial and Human Resources Delegations Governance Policy](#).

Definitions

6. In this hātepe, unless the context requires otherwise:

Term	Definition
Allowance	Included in an employment agreement or contract for service. These may include, but are not limited to, private stay, meal, and mileage allowances.
AoG Contract	All-of-Government contracts for flights, accommodation, or rental vehicles.
Best Fare of the Day	The lowest cost reasonable airfare at the time as identified by the TMS.
Domestic Travel	Travel within New Zealand.

Term	Definition
Duty of Care	An obligation that Te Kura has to its Travellers to uphold a standard of care, ensuring their safety and maintaining appropriate policies and procedures.
Emergency Travel Arrangements	Arrangements required because of a natural disaster to ensure the personal safety of the Traveller or as a result of the Traveller experiencing serious personal tragedy, including serious injury or death of a close family member.
Incidental Costs	Any costs incidental to any Te Kura business Travel, including taxi, shuttle, meal, and rental vehicle fuel costs. Excludes Personal Expenditure.
International Travel	Travel to and from international locations, excludes Trans-Tasman Travel.
Kaimahi	Staff member, including permanent, fixed-term, temporary, and seconded employees, as well as volunteers and contractors engaged by Te Kura, regardless of whether they work full-time, part-time, or casually.
Kāinga	Te Kura cost centre.
Kāinga Manager	Cost Centre Manager, who has delegated financial and/or human resources authority and who is at least one level higher than the person requesting reimbursement or approval.
P-Card	A Purchase Card (P-Card) is a bank issued credit card provided to Kaimahi for purchasing goods and services on behalf of Te Kura.
Personal Expense	Any cost not directly related to Te Kura business and not explicitly covered by this hātepe. This includes, but is not limited to, alcohol, personal grooming and dry cleaning, clothing, entertainment (e.g., in-room movies), luggage and excess baggage charges for personal items, parking and traffic fines, towing fees, tipping within New Zealand, passport costs, domestic responsibilities incurred due to being away on Te Kura business (e.g., childcare, pet care, etc).
Trans- Tasman Travel	Travel between New Zealand and Australia, within Australia and between New Zealand and the Pacific Islands (excluding Hawaii) – sometimes referred to as short-haul Travel.
Travel	All flight, accommodation, and rental vehicle purchases for Te Kura business.
Traveller	Kaimahi, ākonga, or any individual Travelling for a clearly defined and justifiable Te Kura business purpose, whether fully or partially funded.
Travel Booker	Kaimahi responsible for arranging, coordinating, or supporting Travel. Travel Bookers are nominated by their Kāinga Manager and set up by Procurement.
TMS	The supplier contracted by Te Kura to supply Travel Management Services.
Frequently used terms, including Te Reo Māori, can be found here .	

Objectives

7. All public funds must be spent judiciously, prioritising transparency, integrity, accountability, and value for money. For all sensitive expenditures, including Travel and Incidental Costs, there must be a clear, documented rationale outlining the necessity of the services, the reasons for selecting the chosen provider, and justification for the payment amount.
8. Adhering to these principles is essential for maintaining public trust.

9. The Traveller and the Kāinga Manager must ensure that proposed Travel and Incidental Costs:
 - a. Fully consider virtual collaboration options and confirm that Travel is essential.
 - b. Are necessary, reasonable, and aligned with the objectives of Te Kura.
 - c. Comply with Te Kura policies and procedures.
 - d. Fall within the available budget before granting approval.
10. This process aligns with the principles and guidelines outlined in the Office of the Auditor-General's [Controlling sensitive expenditure: Guide for public organisations](#) and should be read in conjunction with the [Sensitive Expenditure Hātepe Kaimahi](#).

Planning Travel and the approval process

Domestic Travel approval process

11. All domestic travel must be pre-approved by the Kāinga Manager, who will incur the cost. Travellers are not allowed to approve their own Travel arrangements or associated expenses.
12. Once pre-approved, all Domestic Travel bookings must be processed by a Te Kura Travel Booker. For assistance in identifying the correct Travel Booker, contact procurement@tekura.school.nz.
13. Once the booking is finalised, the Travel Booker will provide the Kāinga Manager with the finalised travel details and costs. The Kāinga manager must review these and raises any concern before the Travel occurs.

Trans-Tasman and International Travel approval process

14. Requests for Trans-Tasman or International travel must include an estimated maximum cost using the approval request template.
15. Once pre-approved, all Trans-Tasman and International travel bookings must be processed by a Te Kura Travel Booker.
16. For international travel, the Travel Booker should provide three alternative travel options if available.
17. Proposed Trans-Tasman Travel arrangements must be approved by the Chief Executive, while international travel requires approval from the Board Chairperson before bookings are finalised.
18. Any significant increase in Travel costs between the initial approval and booking finalisation will need to be re-approved.

Travel by Board of Trustees and Chief Executive

19. Travel and Incidental Costs for the Board of Trustees (Board) and Chief Executive must be authorised by the Board Chairperson. The Board Chairperson's Travel must be authorised by the Chairperson of the Risk Assurance Committee.

Travel Management

20. All Travel must be booked through the designated TMS, unless prior written approval is obtained from the Chief Executive. This ensures access to Te Kura's AoG airline and other Travel contracts.
21. The safety of all Travellers undertaking Te Kura Travel is paramount. The TMS plays an essential role in the duty of care aspect of the Travel framework, particularly in tracking and locating Travellers.

Travel Guidelines

Booking Flights

22. All flight bookings must be made through the TMS and comply with the rules in **Appendix A**. The Traveller and their Kāinga Manager may need to justify any alternative airfare choices.

Frequent flyer and other reward points

23. Travellers must not request the Travel Booker to schedule Travel with the intent to generate frequent flyer reward points or other personal benefits.

Booking accommodation

24. All accommodation bookings, excluding private stays, must be made through the TMS and comply with the rules in **Appendix A**.

Cost-Effective accommodation

25. When selecting accommodation, prioritise options that reduce travel time and costs to and from the workplace.

Private stay approvals

26. Any private stay must be pre-approved in writing by the Kāinga Manager. A private stay allowance is only payable where it is included in an employment agreement (contract of service) and the Kaimahi has met the eligibility criteria.

Using vehicles

27. When using a vehicle for Te Kura business purposes, Travellers must comply with the [\[Use of Vehicles and Safe Driving Hātepe Kaimahi\]](#).

Vehicle options

28. Travellers may choose from the following vehicle options, in order of preference:
- a. Te Kura Fleet Vehicle.
 - b. Rental Vehicle from an approved agency, booked through the TMS refer, as detailed in **Appendix A**.
 - c. Personal Vehicle (with prior approval).
29. Personal vehicles may only be used for Te Kura business purposes with specific pre-approval, as detailed in **Appendix A**.
30. Commercial e-scooter services are not permitted for business-related travel.

Traffic and parking fines

31. Travellers are personally responsible for any parking or traffic offenses incurred while using a vehicle for Te Kura business. These fines will not be covered by Te Kura under any circumstances.

Incidental Costs and Travel allowances

32. Te Kura will reimburse actual, necessary, and reasonable expenses (Incidental Costs) incurred during business travel, provided prior approval has been obtained from the Kāinga Manager, and the expenses are in accordance with any employment agreement.
33. The Kāinga Manager must ensure that any approval for expenses complies with the [Sensitive Expenditure Hātepe Kaimahi](#) and the [Expenses, Allowances, & Reimbursement Hātepe Kaimahi](#).

Allowances

34. If a Traveller's employment agreement or service contract includes allowances, the Traveller may not claim reimbursement or use a Te Kura P-card for Incidental Costs related to those allowances.

Personal Expenses and private Travel

35. Te Kura does not cover Personal Expenses or costs associated with friends or family travelling with a Traveller on Te Kura business.
36. Te Kura P-cards and TMS charge-back facilities must not be used for Personal Expenses.

Private Travel

37. Travellers may undertake private Travel before, during, or at the end of Te Kura-funded business Travel. Provided there is no additional cost to Te Kura, the private Travel is only incidental to the business purpose of the travel, and complies with the rules in **Appendix C**.
38. Te Kura will not fund the cost of any private Travel. All costs associated with private Travel, including travel insurance, must be paid by the Traveller in advance.
39. All private Travel must receive written pre-approval from the Kāinga Manager who has the delegated financial authority to approve and will incur the cost of the business Travel.

Travel costs for accompanying persons

40. Unless explicitly permitted by other Te Kura policies, Te Kura will not cover the Travel costs of persons accompanying a Traveller.

Stopovers and tipping

41. Stopovers will only be paid by Te Kura if they serve a clear business purpose or are required for onward Travel connections that are part of Te Kura Travel.
42. Te Kura will only cover tipping costs in countries or localities where tipping is customary and reasonable. Tipping in New Zealand will not be reimbursed under any circumstances.

Leisure travel

43. Kaimahi must not use the TMS service or AoG travel contracts for leisure Travel. Leisure Travel is undertaken primarily for personal enjoyment, recreation, or relaxation, rather than business purposes, for example a family holiday.

Insurance and emergency assistance

44. Te Kura provides comprehensive Travel insurance covering rental vehicles used for Te Kura business, as well as Trans-Tasman and International Travel.
45. Any damage, loss, or theft of Te Kura assets must be reported to procurement@tekura.school.nz by the next working day, followed by a written report.
46. For Emergency Travel Arrangements, Kaimahi should use the TMS and may incur costs that will be covered upon Kāinga Manager approval.

Conflict of interest

47. A conflict of interest occurs when a Kaimahi has a private or personal interest that could benefit, or seem to benefit, from their professional decisions or actions within Te Kura.
48. If you become aware of a potential conflict of interest, you must report it following the procedures outlined in the [Conflict of Interest Hātepe Kaimahi](#).

Fraud

49. If you suspect that a fraudulent act may be occurring or may have occurred, you must report this immediately in accordance with the [Fraud Reporting & Investigation Hātepe Kaimahi](#).

Compliance

50. Breaches of this hātepe may be treated as a performance issue, misconduct, or serious misconduct and will be managed in accordance with the Te Kura [Kaimahi Code of Conduct](#) and the relevant employment agreement.

Key accountabilities and responsibilities

Role	Description of responsibility
Chief Executive	Responsible for: <ul style="list-style-type: none">• approval of this hātepe.• Te Kura meeting its obligations under this hātepe.• ensuring any breaches of this hātepe have been addressed.
Chief Advisor, Strategy	Responsible for: <ul style="list-style-type: none">• ensuring the owners of this hātepe regularly review and meet Te Kura's current standards.
Deputy Chief Executives (DCEs)	Responsible for: <ul style="list-style-type: none">• embedding this hātepe in their wāhanga.• ensuring their wāhanga are compliant with this hātepe.
Hātepe Kaimahi Owner	Responsible for: <ul style="list-style-type: none">• ensuring the hātepe is working effectively through regular monitoring and reporting of compliance with the hātepe.• ensuring Kaimahi have had the opportunity to receive training on this hātepe, where required.• ensuring any breaches of this hātepe have been addressed.
Kāinga Managers	Responsible for supporting Kaimahi and ensuring that any proposed expenditure, decision, or activity within their area of responsibility: <ul style="list-style-type: none">• includes a rigorous approach to the management of operational, financial and human resources.• is reasonable, appropriate, justified, and can withstand public scrutiny.• complies with the Code of Conduct, all relevant Te Kura policies, and the Financial and Human Resources Delegations Governance Policy.• stays within the available budget, whenever financial approval is necessary.• is documented correctly, with relevant supporting materials provided.
All Kaimahi	Responsible for: <ul style="list-style-type: none">• complying with the Code of Conduct and all relevant Te Kura policies.• reporting any non-compliance with this hātepe to their manager.

Monitoring and assurance

51. The Hātepe Kaimahi Owner has the overall responsibility for monitoring the hātepe for effectiveness and compliance.

Measures of success

52. The hātepe will be considered effective if:

- a. Hātepe users' feedback on appropriateness and ease of application is positive.
- b. Reporting is complete and accurate.
- c. There are no breaches of the hātepe, or if there are breaches, they are dealt with in a timely and appropriate manner.

Compliance management

53. Compliance management tools and processes will be used to ensure compliance with this hātepe. The tools and processes may include:

- a. Monitoring of compliance with required processes, procedures or guidelines as set out in this hātepe and related procedures.
- b. Spot checks conducted by the Hātepe Kaimahi Owner on a regular basis to ensure compliance.
- c. Key messages will be provided to the business where spot checks have identified non-compliance.
- d. Tools such as checklists or online modules to help inform Kaimahi of their relevant obligations.

Reporting and information

54. The Hātepe Kaimahi Owner will report to the Risk Assurance Committee in accordance with the annual assurance plan.

Further support and guidance

55. Additional information that supports this hātepe can be found in:

Policy documents

- a. [Conflict of Interest Governance Policy](#)
- b. [Conflict of Interest Hātepe Kaimahi](#)
- c. [Expenses, Allowances, & Reimbursements Hātepe Kaimahi](#)
- d. [Financial and Human Resources Delegations Governance Policy](#)
- e. [Fraud Prevention and Detection Governance Policy](#)
- f. [Fraud Reporting and Investigation Hātepe Kaimahi](#)
- g. [Health and Safety Governance Policy](#)
- h. [Gifts Given and Received Hātepe Kaimahi](#)
- i. [Kaimahi Code of Conduct](#)
- j. [Koha Given & Received Hātepe Kaimahi](#)
- k. [Policy Framework Governance Policy](#)
- l. [Procurement Hātepe Kaimahi](#)
- m. [Purchase Card Hātepe Kaimahi](#)
- n. [Sensitive Expenditure Hātepe Kaimahi](#)

- o. [Sensitive Expenditure Guidance to Kaimahi](#)
- p. [Te Tiriti o Waitangi Governance Policy](#)
- q. [\[Use of Vehicles and Safe Driving Hātepe Kaimahi\]](#)

Guidance

- r. [Controlling sensitive expenditure: Guide for public organisations](#) (Controller and Auditor General Tumuaki o te Mana Arotake)
- s. [Guidance on koha, gifts, benefits, and Hospitality](#) (Te Kawa Mataaho Public Service Commission)

Legislation

- t. [Crown Entities Act 2004](#)
- u. [Education and Training Act 2020](#)
- v. [Education \(School Boards\) Regulations 2020](#)
- w. [Public Records Act 2005](#).

Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu

Appendix A: Requirements for Travel

1. Travellers and Kāinga Managers must comply with the following Travel and booking requirements.

Booking flights

2. Te Kura Travellers should select the Best Fare of the Day and comply with the following requirements.

Requirements when booking flights

Destination	Fare class	Seat	Checked bag	Meal	Flexible Ticket
Domestic	Economy	Yes	Conditions apply**	No	Additional approval required***
Trans-Tasman	Economy	Yes	Yes	Yes	No
International	Economy*	Yes	Yes	Yes	No
* The Chairperson may approve premium economy or business class fares for international flights exceeding four hours, considering factors such as distance travelled, the Traveller's work schedule upon arrival, and any personal health or safety concerns. First-class fares will not be approved under any circumstances.					
**Domestic checked baggage must only be approved for overnight Travel or when transporting business equipment or resources that cannot be carried in the cabin.					
*** Domestic flexible tickets may only be approved by a SLT member in cases of genuine business-related uncertainty regarding the timing of the return flight. Flexible tickets should not be approved for outbound flights.					

3. When booking Travel, you should avoid peak Travel times, where possible, to reduce cost. For, example consider the day of the week that you Travel, not travelling close to a holiday or at the end of the school term.

Visa required for business travel

4. Te Kura will fund the cost of a travel visa or multiple visas where they are required as a part of any business travel. The cost of a passport is a Personal Expense and is not funded by Te Kura.

Booking accommodation

5. Where accommodation is required, bookings must follow TMS guidelines and comply with the following requirements.

Requirements when booking accommodation

Destination	Book through	Pay accommodation	Pay Incidental Costs
Domestic	TMS	Charge back – room only*	P-card or reimbursement
Trans-Tasman	TMS	P-card or reimbursement	P-card or reimbursement
International	TMS	P-card or reimbursement	P-card or reimbursement
*If the TMS confirms that charge back for a particular accommodation provider is not available P-card may be used.			

Booking rental vehicles

6. Rental vehicle bookings must follow TMS guidelines and comply with the following instructions.

Requirements when booking rental vehicles

Destination	Book through	Pay vehicle	Pay Incidental Costs
Domestic	TMS	Charge back – vehicle only	P-card or reimbursement
Trans-Tasman	TMS	P-card or reimbursement	P-card or reimbursement
International	TMS	P-card or reimbursement	P-card or reimbursement

7. The most economical and environmentally friendly type and size of rental car should be used, consistent with the trip requirements including the distance to be driven, the terrain, the number of people.
8. The rental vehicle must be returned to the supplier with a full tank of fuel (petrol/diesel). Best endeavours should be made return electric rental vehicles fully charged.

Booking and paying for taxi, ride share, short-term vehicle hire services

9. Taxis, ride share (for example Uber), and short-term hires (for example Mevo, and City Hop) may be used where appropriate, for example from a motel to a work location when travelling or to an airport. These should not be used to replace Te Kura fleet or rental vehicles.
10. P-Cards should be used to pay for the use of a taxi, ride share, short-term vehicle hire services for the purposes of conducting Te Kura business.

Use of personal vehicle

Approval

11. Any use of a personal vehicle for a business purpose must be pre-approved in writing by the Kāinga Manager and comply with the [\[Use of Vehicles and Safe Driving Hātepe Kaimahi\]](#). The Kāinga Manager must ensure that:
 - a. Other transport options, including public transport, have been considered and deemed inappropriate for reasonable Travel time and cost;
 - b. The employee has current driver's license, which must be verified by the manager; and
 - c. The Traveller must advise the Kāinga Manager in writing that the vehicle is registered, has a current warrant of fitness, and fully insured.

Reimbursement for use of personal vehicles

12. A use of personal vehicle allowance may be payable, if it meets the conditions of any employment agreement or [Expenses, Allowances, & Reimbursements Hātepe Kaimahi](#).
13. Te Kura does not reimburse fuel expenses, and fuel for personal vehicles cannot be purchased with a Te Kura P-card.

Damage to personal vehicles

14. If a personal vehicle is damaged while used for Te Kura business, and prior written approval was obtained, Te Kura may consider applications for reimbursement of insurance excess charges.
15. Any claim should be sent to Manager Finance and must include supporting documentation.

Group Travel

16. Group Travel is considered 10 individuals travelling for the same purpose. All bookings must be made through the TMS, and in certain situations it may be appropriate to make these bookings through the TMS Groups Team.

Cancellation and refunds

17. Notify the TMS of any cancellations or changes to bookings at the earliest opportunity to minimise any cancellation fees imposed by service providers.
18. For cancellations or delays, follow the instructions provided by your airline carrier. Travellers should use the contact numbers listed on their itinerary for assistance, ensuring their booking number (found on the travel itinerary) is readily available when calling.

Travel club memberships and reward schemes

Air New Zealand Koru Club membership

Eligibility

19. Air New Zealand Koru Club membership is available exclusively to frequent travellers. A frequent traveller is defined as:
 - a. A permanent employee.
 - b. Someone who completes at least 12 return Air New Zealand flights annually for Te Kura business purposes, with ongoing travel needs expected to continue for the duration of the membership.

Verification process

20. When requesting a Koru Club membership, the traveller's flight history from the previous year will be reviewed to ensure eligibility.

Membership purchase

21. New memberships or renewals of Koru Club memberships must be processed through Procurement and are limited to a maximum period of 12 months.

Approval process for Koru Club membership

22. Requests for new or renewed Koru Club memberships must be submitted to the Te Kura Procurement Team at procurement@tekura.school.nz. Procurement manage the application process including:
 - a. Documentation verifying that the frequent traveller criteria have been met.
 - b. Endorsement from the relevant SLT member.
 - c. Approval from the Chief Executive.

Chief Executive membership

23. The Board Chairperson must approve new or renewed Koru Club memberships for the Chief Executive.

Other Airline Memberships and Travel Reward Schemes

24. All other airline memberships, hotel rewards, customer clubs, or any travel reward scheme memberships, whether new or renewed, are considered Personal Expenses and will not be reimbursed or pay for by Te Kura.

Retention of Points

25. Travellers may retain frequent flyer or other travel reward points for personal use, including flight upgrades, provided no additional costs are incurred by Te Kura.

Booking Restrictions

26. No travel bookings should be made or approved where a higher class or cost is selected solely to benefit personal travel reward schemes.
27. Travel arrangements must adhere to the approved booking process through the contracted TMS and should not be manipulated to gain advantages for personal travel reward schemes.
28. Travellers are not permitted to downgrade their class of airfare, accommodation, or rental vehicle for personal benefit.

Appendix B: Contribution to ākonga prize winner Travel

Prizegiving attendance:

1. Prizes are generally awarded to ākonga at regional prizegiving ceremonies. In these cases, Te Kura typically does not contribute to travel costs for ākonga, including prize winners.

Exceptional situations for Travel contribution

2. Te Kura may contribute to ākonga travel costs in exceptional situations, such as:
 - a. When an award or prize is presented at a national ceremony.
 - b. When personal or financial circumstances prevent a prize-winning ākonga from attending a regional ceremony.

Contribution Requirements:

3. Any contribution towards ākonga travel must:
 - a. Not exceed \$1,000.00 (including GST) in any school year.
 - b. Be pre-approved in writing by the Deputy Chief Executive Learning Delivery.
 - c. Cover only travel for the ākonga and up to one support person or whānau member.
 - d. Be booked through the TMS, except where a direct payment is made to ākonga or caregivers.
 - e. For direct payments to ākonga or caregivers:
 - i. Must be a reimbursement of actual costs or a portion of actual costs incurred.
 - ii. Payments must not exceed \$500.00 (including GST) in any school year.
 - iii. Vehicle reimbursements should follow IRD rates, and not exceed the daily rental car rate.
 - iv. Contributions should not cover meals, Personal Expenses, or private stay allowances.

Appendix C: Private Travel

1. Private Travel includes any activity that is not directly related to the business purpose of Te Kura and provides a personal benefit to the Traveller.
2. Travellers may undertake private Travel before, during, or after business travel funded by Te Kura, provided the private travel is only incidental to the business purpose.

Private travel must be incidental

3. Incidental private Travel is personal Travel that is secondary or ancillary to the approved business trip's primary purpose. This may include minor adjustments to the itinerary, such as extending a stay over a weekend or a later than usual flight, occurring in conjunction with the business travel. Incidental private travel must not:
 - a. Increase costs, the personal portion of the trip should not increase the cost to Te Kura. Any additional expenses from private Travel are the Traveller's responsibility.
 - b. Interfere with business obligations, private Travel must not disrupt the traveller's ability to fulfil required Te Kura duties.
 - c. Occur during working hours, private Travel during working hours must be booked as annual leave (or other approved leave) in advance. Private Travel on weekends or non-working days requires prior approval from the Kāinga Manager.
 - d. Conflict with policies, all Travel, including incidental private Travel, must comply with Te Kura's policies and ethical guidelines.

Activities incidental to private Travel

4. Activities that may be incidental to business travel include attending a sports event or visiting an art exhibition after working hours in a city visited for business. Business travel should not be scheduled to enable private benefits, such as aligning business travel with a personal event.

Limits on private Travel duration

5. If a business travel period is extended to include private travel (for example, staying over the weekend after a Friday business event), the allowable private travel days are limited to:
 - a. Domestic Travel, the lesser of two days or a number equal to the business travel days.
 - b. Trans-Tasman Travel, the lesser of two days or a number equal to the business travel days.
 - c. International Travel, the lesser of five days or a number equal to the business travel days.
6. If private Travel exceeds these limits, the Manager of Finance must review any potential Fringe Benefit Tax or income tax implications before seeking Board approval.

Determining private Travel costs

7. Only the departure and return dates of business travel may be adjusted to accommodate incidental private travel. All private travel must begin and end at the business travel destination.
8. If changes to travel dates result in higher costs, the Traveller must pay the difference before the travel commences.
 - a. Any private travel, other than adjusting the dates of business flights, must be fully arranged and paid for by the Traveller in advance. All of Government contracts are not available for private travel.