



## Operational Policies

### 3.10 Travel Policy

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**Classification:** Human Resources

**Date:** August 2022

**Applies to:** All Employees

**Review Date:** August 2024

**Approved by:** General Manager

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#### **Purpose:**

- To provide clarity to staff regarding when and what travel allowance is payable.

#### **References:**

- Kindergarten Teachers Collective Agreement (KTCA)
- Early Childhood Education Collective Agreement
- Employment Relations Act 2000
- Current Employment Agreements- Staff Code of Conduct

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers- are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres - are referred to as services
- Non-teaching staff - Other Employees

### **Policy**

The Association undertakes to fairly reimburse employees for any travel that is undertaken on Association business as per the Kindergarten Teachers Collective Agreement or Early Childhood Education Collective Agreement as applicable.

### **Procedures**

The Association will reimburse costs incurred in private vehicle use by employees at the rate set out in the applicable collective agreement for trained teachers and at the rates set by IRD for all other employees.



# Kaitiaki Kindergartens

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In all cases and wherever possible, car-pooling is expected. Only one car per four staff employed at a service will be reimbursed for attendance of meetings or PD etc.

## Relievers

Relievers will be paid a travel allowance of 25c/km for each km over 40kms per day, for trips from home to a service and back to home. A travel claim must be submitted within the pay period the travel was incurred and be approved by a PPL.

## Non-teaching staff

All non-teaching staff and Board members' travel claims shall be the rate as set out by IRD. The President, General Manager or Finance Manager will be required to approve the claim.

## **Procedure**

Travel reimbursement claims should be submitted on the Travel Claim form and/or a GST inclusive receipt.

All claims are to be forwarded to the Association at the end of each month, except in the case of Relievers as indicated above.

Travel distances are to be calculated using the shortest practical route via Google maps.

Signed:

General Manager

Date:

30 MARCH 2023

## **Endorsed by**

Signed:

President of the Board

Date:

30 March 2023