

It is the U provide access to the policy and supporting procedural guidance, and it is the University Traveller (anyone participating in university-sponsored travel activities) responsibility to comply with this policy.

Why this Policy is Needed

The University acknowledges the importance of staff undertaking research, teaching, study, and professional and organisational duties beyond their home location (normal work location or place of residence). These duties contribute to their research work, assist them to maintain and develop their teaching and academic career and can contribute to the overall standing and reputation of the University. Similarly professional services staff contribute to the work of the University and will have specific travel needs related to their roles and professional development. These activities are a form of duty to the University and are granted for those purposes that are consistent with the basic purposes for which the University is constituted.

The University also recognises the need for students to travel to undertake internships or research as part of their authorised studies or to participate in travel associated to student organisations of Massey University. The University has a duty to take reasonable care for the safety and welfare of students when authorising travel for university-approved activities that are part of their enrolment as a Massey University student.

Scope

This policy applies to all **University Travellers and Travel Approvers** (defined as anyone participating in, or approving, University-sponsored travel activities) including all permanent, fixed term or temporary staff, faculty, students, visitors, guests and other non-University personnel who have been authorised and/or directly funded to travel on behalf of the University. This includes adjunct staff, casual employees, post-doctoral fellows, research assistants, teaching fellows, visiting academic staff, graduate assistants, tutors, senior tutors, and research officers. University-sponsored Travel can be done by foot, bicycle, scooter, automobile, train, boat, bus, airplane, ship or other means, with or without luggage, and can be one way or round trip. Travel is most often conducted to reach a distant location, but travel can also include single or successive activities within short distances.

For travel to be funded and sponsored by the University, it must have a defined benefit that contributes to achieving the goals of the University, College, Unit and/or individual.

All Massey-related travel decisions and planning must be climate-conscious, guided by the environmental impact of how we get to our destination and our actions once we are there, and weighed against the expected benefits of such travel.

Each application for travel is determined on its merits. There is no automatic entitlement to the provision of time away from the University in accordance with these provisions. The University reserves the right to deny any travel request that does not m , contractual obligations or budget constraints. Managers may elect to impose stricter budgetary controls over travel expenditures than those required by this policy.

Grants received by the University from external parties are considered to be University funds and must be administered in accordance with this policy and any contractual terms and conditions. In cases where a grant's projected budget includes travel and associated expenses, e.g., airfares or accommodation that have been justified and approved pre-award, this contractual obligation will be observed post-award. In cases where a grant has specific terms and conditions or compliance requirements that are stricter than this policy the terms and conditions or compliance requirements of the grant supersede this policy.

The University acknowledges the significant carbon impact of travel activities. The Sustainable Business Travel hierarchy promotes walking, cycling, public transport and car sharing in preference to single occupancy car use for movement of people. Flying is the mode of travel with the highest and most detrimental environmental impact. Where a low carbon alternative to air travel can be found it is preferred over air travel. When travelling by air, Economy class travel is the default method as it has the lowest carbon footprint due to the allocation of less space on the plane as compared to other classes of travel.

Travel should be planned in advance and wherever possible multiple trips between campuses within the same

Car-pooling in University Fleet cars for trips between Wellington and Palmerston North are preferred to single occupant trips.

Where available, alternatives to travel must be considered prior to booking travel and clearly shown during the approval process. Examples of alternatives include use of virtual collaboration tools, as well as examining whether other colleagues from across the University are attending an event and are able to effectively carry out and achieve the purpose of the travel. The availability of virtual attendance/collaboration does not automatically preclude in-person attendance/attendance, but University Travellers should give full consideration to alternatives to travel whenever possible.

Travellers' responsibilities

Prior to making a travel commitment, Travellers must communicate with their line manager or relevant University authority about their intended travel plans.

- a. demonstrate that University business is the dominant purpose of travel and secure pre-trip approval or authorisation prior to embarking on travel and/or incurring travel expenses.
- b. estimate anticipated expenditure and confirm University funds will be spent in a reasonable and transparent manner.
- c. demonstrate that alternatives to travel have been considered and evaluated.

- j. confirm appropriate risk mitigation will be undertaken including risk controls related to communication plans, emergency plans, fitness for travel, high risk activities, and maintaining awareness of relevant travel advisories.
 - confirm travel documents are current and valid for the travel. Travellers are responsible for obtaining their own passport and visas prior to travel commencing and are responsible for the costs of obtaining a passport.
 - communicate any plans to incorporate personal travel with university-sponsored travel to both line/approving manager and Travel Management Company (TMC); and
- a. if relevant, confirm there will be no negative impact on personal and team workload, and faculty/school activities such as teaching and research supervision; and
- b. complete any post-travel documentation required (i.e., post-travel report documenting the outcomes/benefits of the travel).

Travellers receiving funding for travel from an external body must ensure that their travel complies with the conditions of the relevant external body.

travelling is for a legitimate University purpose. University Travellers are expected to consider and adapt their travel methodologies to reduce the environmental impacts of their travel.

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Travel Approvers' Responsibilities

A University Traveller must not approve their own University-sponsored travel or expenses. Any application to undertake travel must be approved by the University Traveller line manager and/or Head of School/Institute/Department. All international travel must be approved by the relevant Senior Leadership Team (SLT) member.

All approvals must be in line with delegated authority policies.

Travel Approvers are required to ensure that University resources are used appropriately to ensure safe, prudent and effective travel. Travel Approvers are responsible for considering and verifying the below four factors before approving any University Travel.

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guidance. Approvers must ensure that travel is in accordance with this policy and in a manner that ensures that the University is able to maintain its employer duty of care.

Travel Approver responsibilities include:

- confirming Travellers understands their responsibilities in accordance with this policy.
- confirming that the travel is being undertaken for legitimate and official University-purpose activities.
- if there is a personal component to the travel, that the primary purpose of travel is for university business.
- ensuring documentation of Travel Purpose sufficiently communicates the need for the expense and that alternatives to traveling have been appropriately considered and evaluated.

Sustainability considerations

The University is committed to managing travel requirements in a fair, consistent, and efficient manner, reducing our carbon footprint and being mindful of the various impacts of travel.

The University acknowledges that any travel has an impact on the environment in terms of the use of fuel or energy, and through the generation of emissions.

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Related Procedures and Documents: