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As some of the services available are contingent on the University being able to report travel arrangements to the
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If the TMC is not used, there may be an inability to support the University Traveller through emergency situations or when travel is disrupted. In addition, if the TMC is not used the reimbursement of travel costs could be adversely impacted.

The TMC has contractual obligations to the University. University Travellers may submit feedback to the Strategic Procurement and Contracts Office regarding any service level matters related to the TMC.

Loyalty programmes and lounge memberships :

3DUWLFLSDWLRQ LQ VXSSOLHU OR\DOW\ SURJUDPPHV LV WKH 8QLYHUVLV responsible for the payment of any membership fees including Koru membership.

Airline lounge memberships are at the personal cost of the University Traveller.

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Air Travel :

Through the TMC, the University Traveller should select the most economical airfare available at the time of booking (best fare of the day) whilst also meeting the business, itinerary and any applicable health and safety requirements of the University Traveller.

If best fare of the day in relation to the itinerary requirements is not selected, the University Traveller may be requested to provide the rationale for non-selection, and this, along with the cost differential will be reported to the University.

Travel should be planned in advance and wherever possible multiple trips to the same location should be consolidated.

Domestic Air Travel :

University Travellers are required to obtain simple written approval (usually via email) from their Line Manager or relevant approving authority prior to booking domestic travel, in accordance with this Guidance.

Completion of a Risk Assessment is not required for domestic travel.

The University encourages the use of ride-sharing or taxi services when ground transport is needed to an airport from RQH RI WKH XQLYHUVLV\¶V WKUHH FDP SXVHV

Domestic air travel must be booked at Economy Class for all University travel. Air travel within three hours driving distance of a University Campus is not permitted.

The University encourages the use of ride-sharing or taxi services when ground transport is needed to an airport from RQH RI WKH XQLYHUVLV\¶V WKUHH FDP SXVHV

International Travel :

It is expected all University Travellers will travel Economy Class for all international flights.

Completion of a Risk Assessment is required for international travel.

Upgrade of Flights :

If a University Traveller wishes to upgrade air travel to a higher class, they must do so with their own personal funds or loyalty/frequent flyer points. This can be arranged through the TMC.

In exceptional circumstances upgraded travel may be permitted, subject to written prior approval from the Vice-Chancellor (VC) or relevant SLT member.

The University Traveller should consider using public transport (buses or trains) where time permits to reduce emissions.

arrangements such as drinking water where there is none supplied freely in the room. Snacks are not reimbursable unless the snack is in lieu of a meal.

As a guide, the following amounts (for meal expenses) are deemed reasonable (including any applicable tax/GST or gratuities when applicable):

- x Breakfast will be paid where the traveller has an early start to their business travel or is staying overnight (\$25 NZD per person domestically, \$40 NZD internationally).
- x Lunch will be paid where a business activity involves an overnight stay and lunch has not been provided (\$25 NZD per person domestically, \$40 NZD internationally).
- x Dinner will be paid where a business activity involves an overnight stay and dinner has not been provided (\$70 NZD per person domestically, \$80 NZD internationally).
- x This includes University Travellers with other parties or peers.
- x The only exception to the above is where a University traveller hosts visitors while away on business and such hosting is expected to be part of the business conducted (refer to the [Sensitive Expenditure and Gifts Policy](#)). Full details for the event must be provided, including:
 - o The nature and business purposes of the entertainment and or/hospitality;
 - o Number and names of attendees, their positions and the business they represent;
 - o Names of the Massey University Travellers attending the event;
 - o Copies of all receipts; and
 - o If the cost is likely to be more than \$80 NZD per attendee, it should be included in the estimate provided

Emergency Support during travel :

- x The University has engaged the services of a Travel Risk Management Service Provider (TRMSP) (refer to the HDUOLHU VHFWRQR RQ 5LVN \$VVHVPHQW 7KH VHOUEHADVLSURYLGH assistance before you travel, while overseas, and/or in an emergency.
- x Should there be a need to contact the TRMSP, use the contact information provided as part of your travel itinerary documentation.
- x In addition, it is highly recommended you contact your Manager to advise them of the circumstances to ensure your well-being is well supported.
- x University Travellers should be vigilant with their personal safety whilst on University travel and should avoid taking unnecessary risks.

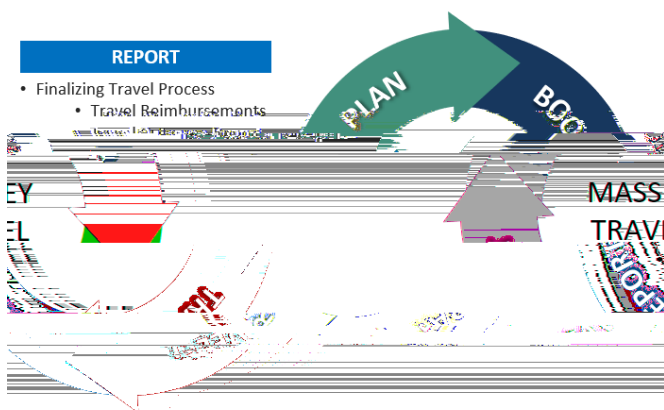
Accidents :

All vehicle accidents and/or incidents involving rental or University-owned vehicles require the immediate reporting of all damage regardless of whether other vehicles are involved. Collisions with animals, fence posts, gates, debris from highway, vandalism, etc. will require immediate notification to the insurance company. If the accident or incident involves other vehicles; third-party driver's/owners name, license plate numbers, driver's license numbers, names and addresses of witnesses should be obtained where possible. Travellers must report all incidents to their Manager, the TMC, the Strategic Procurement and Contracts Office, and any relevant insurance provider.

For current guidance and information related to travel disruptions or emergencies, please refer to the

[Travel insurance sharepoint page](#)

Reporting



Finalising Travel Process :

Travel Expense Claims :

University Travellers should complete the expense reimbursement process in compliance with the Reimbursement of Expenses Policy.

Wherever possible, University Travellers must keep all receipts for all expenses incurred during travel and submit these for timely reimbursement. The University will reimburse all reasonable costs for travel and accommodation, meals and incidentals or out of pocket expenses that have been pre-approved. However, the University assumes no obligation to reimburse for expenses that have not been approved or that

are not compliant with this policy. This includes excess baggage costs that are not pre-approved.

Reconciliation of all travel expenses must be completed within 30 days of completion of travel.

Travel Outcome Reporting :

University Travellers will be asked to provide a record or report on the achievement of the objectives related to the purpose of the University- VSRQVRUHGWUDYHO 7KLV VKRXOG FOHDUO\ LGHQWLI\ K strategy, enhanced the goals of the University, College, or Unit.

Frequently Asked Questions :

Can I utilise my loyalty programmes when booking travel?

University Travellers are welcome to use their own loyalty schemes if it does not interfere with the lowest-priced logical choice available, or the payment methodology set by the University.

What types of costs are covered by the University?

The University will fund reasonable travel costs including:

- x air travel (e.g., commercial airlines, airport taxes and fees);
- x accommodation (e.g., hotels, hostels);
- x non-commercial accommodation (e.g., camping grounds, Airbnb);
- x ground transportation (e.g., hire car, taxi, bus, train, road tolls);
- x taxi charges (including Uber but excluding gratuities);
- x other modes of transport (e.g., ferry);
- x car parking costs or cost to transfer to airport;
- x meals (fair and reasonable);
- x conference or function packages (packages may include accommodation, meals etc.);
- x incidentals (e.g., drinks such as water and coffee/tea, gratuities);
- x other personal expenses (e.g., internet and phone charges) and visas and vaccinations if required for destination specific overseas travel;
- x excess baggage charges (only when excess is due to traveller carrying University equipment/materials); and
- x corporate Hospitality Entertainment for legitimate business reasons (prior approval from your Manager is required).

Recreational activities such as sightseeing tours, cinema, theatre, in room movies, sporting and cultural events will not be funded by the University, unless approved by a manager as legitimate University-sponsored travel. If you are unsure, please seek approval prior to incurring the cost or the reimbursement may be declined.

Can I provide a gratuity/tip?

- x Tipping or gratuities provided during travel in New Zealand or Australia will not be paid under any

- x Sensitive Expenditure and Gifts Policy and Procedures
- x Other related policies/documents:
 - x Policy on Staff Conduct
 - x Code of Student Conduct
 - x Health, Safety and Wellbeing Policy
 - x Leave Policy and Regulations
 - x Massey University Strategy
 - x Staff Travel Insurance Policy Summary
 - x Student Travel Insurance Policy Summary.
 - x Delegations of Authority Policy / Credit Card Policy
- x Guidelines on Research, Teaching, Study and Professional and Organisational Periods/Duties Overseas and in New Zealand and Professional and Organisational Periods/Duties Overseas and in New Zealand