



## POLICY

### STAFF TRAVEL POLICY

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#### **Purpose**

This staff travel policy makes clear factors that will be considered in the planning and execution of overseas trips undertaken by school staff for the purpose of conducting business related to the International Student Programme. This policy should be read in conjunction with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) and other relevant legislation.

#### **Rationale**

The school has developed a Staff Travel Policy:

- To ensure that school staff who travel overseas on international student business are kept safe and their health and wellbeing is protected and;
- To ensure that financial safeguards are in place and that there is transparency and accountability for the use of school resources when staff undertake international travel.

#### **Guidelines**

##### Objectives and Planning

1. All trips undertaken for international student recruitment will lead to the achievement of the international programme strategic objectives as set out in the school's strategic and marketing plans.
2. International travel will be approved by the principal. Where the principal is also travelling, the principal's travel will be approved by the Board of Trustees.
3. International travel will be planned sufficiently in advance to ensure appropriate safety measures are in place and that cost savings on flights and accommodation are maximised.
4. At the conclusion of the international travel, the staff member will provide a written report to the principal detailing the successful outcomes from the travel, a summary of expenses incurred and details of any incidents or risks posed to the staff member.

## Use of School Funds

5. School funds used during international travel will be used only for legitimate international student recruitment business on behalf of the school.
6. Prior to any travel being undertaken, the school will make arrangements for funds to be made available to the staff member travelling for any travel expenses which cannot be paid in advance. Such funds will be sufficient that the staff member is not required to use their own funds or credit card for expenses relating to the business of the trip.
7. Any personal expenses incurred during the trip, such as for tourism activities, personal travel before or after business is undertaken or for personal items, will be funded by the staff member from their own funds.
8. Receipts must be kept wherever possible for expenses incurred by the travelling staff member. Where it is not possible to obtain a receipt, records of such expenses will be kept.

## Airfares

9. For international flights of less than 6 hours including transfers, the staff member will book economy flights, unless prior agreement is provided by the principal for alternative class airfares.
10. For international flights exceeding 6 hours including transfers, the staff member may book premium economy flights or equivalent, unless prior agreement is provided by the principal for alternative class airfares.

## Accommodation

11. In selecting accommodation, school staff will consider the following factors:
  - I. Accommodation will be of a sufficient standard to promote an appropriate image of the school, in particular, where the staff member may meet with prospective families, students or agents.
  - II. Accommodation will be in an area of the town or city where the health, wellbeing and safety of the staff is protected.
  - III. Accommodation costs vary in different cities and countries and this will be taken into consideration when booking accommodation. A higher budget amount for accommodation may be required for travel in more expensive countries and cities.
  - IV. If the staff member will participate in fairs or other activities with staff from other schools, for convenience, staff may elect to stay at the same hotel and this may incur higher cost.
  - V. In planning travel, the staff member will seek the most competitive rates for flights, accommodation, car hire and other services.

## Fair Remuneration or Time in Lieu

12. If the staff member undertaking international travel on behalf of the school will be working hours over and above their normal contracted hours, or will travel or work on weekends or public holidays, they will be eligible for fair remuneration for the additional hours, or as an alternative, may negotiate a time-in-lieu arrangement with the principal. Remuneration for additional hours while on international travel will be agreed prior to the travel taking place and will comply with relevant New Zealand employment laws and regulations.

## Health and Safety

13. The staff member planning travel should undertake a risk assessment that includes a review of <https://safetravel.govt.nz/> to ensure that the intended destination(s) are safe to visit. The staff member will provide the risk assessment to the principal prior to granting approval for the travel.
14. All staff members undertaking international travel will arrange appropriate medical and travel insurance at the cost of the school. Where appropriate, the school will pay for additional pre-existing medical cover for the staff member travelling.
15. Where the staff member may have pre-existing medical conditions to the extent they are unable to obtain appropriate medical insurance cover, the principal will only approve any such travel after consideration of the potential exposure to financial risk for the school and the staff member and risk to the safety and wellbeing of the staff member.
16. The principal will ensure the school has appropriate safety procedures for staff members travelling overseas and ensure immediate communication and response where critical events occur in the country of travel that pose a risk to the safety or wellbeing of the staff member.
17. Staff undertaking international travel on behalf of the school will register with the New Zealand Government Travel Safe website prior to departure.
18. The school will ensure that where the person travelling is responsible for the day-to-day operation of the International Department, the school will provide appropriate cover in their absence to ensure the safety and wellbeing of students, and to release the travelling staff member from those duties.
19. The school will ensure that where the person travelling is scheduled to hold the 24/7 phone during the period of travel, another staff member will be allocated to perform this duty.

## **Review**

The school will review this policy and related procedures as part of the annual self-review. The school will collect and record appropriate evidence of the review.

## **Reporting**

The staff member in charge of international education will report directly to the school Principal on the operation of the school's travel policy.

***This policy has been approved by the Board of Trustees*** Approval Date: 21/11/23

***This policy has been reviewed on*** Review Date: \_\_\_\_\_

