



Travel By Staff Procedure

Procedure Number
WCDHB-HR-0020

Version Nos:
8

1. Purpose

The West Coast District Health Board (WCDHB) will assist and support staff members who are required to undertake periods of travel in the course of their employment with WCDHB.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

There are no definitions associated with this Procedure:

4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- provide details of travel requirements;
- seek the approval and authorisation of their Manager/General Manager for the travel/accommodation.

all **Managers** are required to:

- consider and approve requests for travel assistance from their staff members.

all **General Managers** are required to

- consider and authorise requests for domestic travel from their staff members up to their level of delegated authority.
- approve requests for short term (less than one month) car rental.

the **General Manager – Corporate Services** is required to

- appoint a person to the role of Travel Co-ordinator. This may be an employee of the WCDHB or an employee for the WCDHB preferred travel agent.
- review travel and accommodation expenditure, in order to ensure compliance with this procedure and to identify trends and pro-actively manage costs.
- consider and authorise requests for domestic travel assistance from the Chief Executive Officer. Requests for international travel assistance from the Chief Executive Officer require Board approval.

the **Travel Co-Ordinator** is required to:

- receive confirmation details of travel from travel agent;
- provide confirmation details of travel to staff member.

the **Chief Executive Officer (CEO)** is required to:

- consider and authorise requests for travel assistance from staff members that exceed the delegated authority of the relevant General Manager. This includes all travel arrangements for General Managers themselves.
- consider and authorise all applications that involve international travel
- consider and authorise applications that involve long term car rentals (one month or more)



Travel By Staff Procedure

Procedure Number
WCDHB-HR-0020

Version Nos:
8

- consider and authorise any other applications that are considered to warrant CEO consideration by the relevant General Manager.

5. Resources Required

This Procedure requires no resources.

6. Process

1.00 Travel Arrangements

- 1.01 The WCDHB recognises that there will be times when staff members are required to travel throughout New Zealand and overseas in order to transact WCDHB business or to attend training course, conferences, etc.
- 1.02 Where practicable travel must be planned and booked two (2) weeks in advance for domestic travel and four (4) weeks in advance for international travel.
- 1.03 Generally speaking, domestic travel is to be booked on economy class at the cheapest airfare available having consideration to the total cost of the travel, however, where travel arrangements are subject to a degree of uncertainty, flexible fares may be booked, at the discretion of the relevant General Manager.

International travel is to be booked on economy class at the cheapest airfare available having consideration to the total cost of the travel, unless otherwise approved by the CEO or relevant General Manager.

- 1.04 Staff members must complete the WCDHB Travel/Accommodation Request Form before undertaking official travel. All sections of the Form must be completed. If the travel is to enable the staff member to attend a conference or for external training, then all sections of the WCDHB External Training and Conference Application Form must be completed as well. The Travel Co-Ordinator must receive completed registration form for conferences at least 2 weeks before the date of the conference.
- 1.05 The staff member's Manager is to consider the request. Their approval is to be given by signing the relevant form(s). The approved request is then to be sent to the relevant General Manager for their authorisation (by signing the relevant form(s)). This will include signing a requisition form for the travel (which is to be attached to the travel forms). The requisition number will then be used as a unique identifier for the reporting of travel costs associated with that specific journey / travel approval.
- 1.06 All travel undertaken by WCDHB staff members must be first approved by the staff member's Manager and authorised by the relevant General Manager before the travel is undertaken. Where the staff member's Manager or General Manager is not available the delegation for authorisation will fall on the staff member who has been given the Managers or General Managers delegation in his absence.
- 1.07 Once approved the completed form(s) is forwarded to the WCDHB's Travel Co-Ordinator who will make all the necessary bookings with the WCDHB's designated travel agency. At this point the WCDHB's Travel Co-Ordinator will ensure that the travel has been correctly approved.



Travel By Staff Procedure

Procedure Number

WCDHB-HR-0020

Version Nos:

8

- 1.08 The WCDHB's Travel Co-Ordinator will email the WCDHB's designated travel agency with a travel booking confirmation. The Travel Co-Ordinator will copy the confirmation to the staff member concerned and retain a copy for auditing purposes.
- 1.09 Once approved the WCDHB's Travel Co-Ordinator will then forward the relevant form(s) to the Accounts Department who will be responsible for making the relevant payment(s). The Accounts Department will perform random checks on a regular basis ensuring compliance with the policy and procedures.
- 1.10 Once confirmed and ticketed, any changes to the staff member's travel, accommodation or conference arrangements must be as a result of a reasonable change in the staff member's circumstances, and must first be approved by the CEO or a General Manager.

2.00 Road Travel

- 2.01 If a WCDHB vehicle is to be used for travel arrangements, the staff member concerned is to make arrangements directly with the Transport Manager.
- 2.02 The WCDHB may request that a staff member utilise their own personal vehicle for WCDHB travel only where public transport is unavailable and a WCDHB vehicle is unavailable and it is the most cost effective option. The staff member will be reimbursed for their mileage claim at the appropriate state sector rate (as determined by the Inland Revenue).
- 2.03 A staff member may request approval (from their Manager and General Manager) to utilise their own vehicle for WCDHB travel (prior to the travel being undertaken). The staff member will be reimbursed the actual and reasonable fuel costs only when receipts have been provided.
- 2.04 The staff member's own personal vehicle must have a current warrant of fitness and registration. WCDHB will arrange insurance cover for the period of the travel.
- 2.05 Claims for mileage reimbursement must be made by the staff member on the WCDHB Reimbursement Form.
- 2.06 Rental cars can be utilised by staff members for their travel but only with the prior approval of their General Manager or CEO and where public transport is inappropriate or unavailable.
- 2.07 Arrangements for the booking of rental cars is as per Section 1.06 of this Procedure.
- 2.08 Staff members are to ensure that rental cars are refuelled before returning to the rental agency. Reimbursements for fuel are to be made by the staff member using the WCDHB Reimbursement Form. The relevant receipts must accompany any claim for reimbursement.

3.00 Allowances

- 3.01 Accommodation for staff members will be arranged at the most reasonable cost based on a single room in a WCDHB preferred moderately priced business class hotel/motel. Alternative accommodation must first be approved by the CEO or relevant General Manager. Upgrades not approved by the CEO or relevant General Manager will be at the staff member's own expense (i.e. they are to pay the difference).



Travel By Staff Procedure

Procedure Number

WCDHB-HR-0020

Version Nos:

8

- 3.02 Actual and reasonable meal, taxi/shuttle/bus, and business phone call expenses will be provided for staff members. Reimbursements are to be made by the staff member using the WCDHB Reimbursement Form, with attached receipts provided within one month of expenditure. Entertainment expenses will be provided as per the requirements of the WCDHB Hospitality And Entertainment Expenses Procedure. The WCDHB Reimbursement Form must be co-signed by the General Manager and passed onto the Accounts Dept for payment within one month of expenditure.

For clarification, actual and reasonable meal costs are considered to be NZ\$80 or less per person per day. The use of a hotel mini-bars as a dining option is generally considered to be un-reasonable, however exceptions will be made when alternative dining arrangements are unavailable (such as late arrival of a flight, hotel kitchen is closed etc). One phone call home each night (up to 30 minutes duration) is considered to be reasonable.

West Coast DHB will not reimburse staff for the cost alcoholic beverages.

- 3.03 The WCDHB expected that staff use of taxis will be moderate, conservative and only where other more timely and cost effective forms of public transport are not available.

4.00 Tipping

- 4.01 WCDHB views tipping as a discretionary and undocumented practice and as such will not reimburse any staff members for this practice.

5.00 Loyalty Rewards Schemes

- 5.01 A WCDHB staff member is entitled to receive any airpoints or other loyalty points earned while travelling. However, any travel booked must be at the best and lowest cost to the WCDHB ignoring any loyalty programme the staff member may be a member of. Evidence may be required to be provided that travel at the best and lowest cost to the WCDHB has been booked.

6.00 Personal Travel Combined With Business Travel

- 6.01 It will be acceptable for staff to combine personal travel to be combined with business travel provided there is no additional cost to the WCDHB, the relevant Service Manager is advised of this, and that the business travel is in no ways influenced by the personal travel.

7.00 Alternative Authorities

- 7.01 Should travel arrangements be required to be made but the necessary staff are not available to authorise the bookings, then it is permissible for other staff to do so, provided they have been duly authorised (as per the WCDHB Delegations Procedures).



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WCDHB-HR-0020

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8

7. Precautions And Considerations

- ➔ All travel undertaken by WCDHB staff members must be first approved and authorised by the staff member's Manager before travel is undertaken.
- ➔ All requests in excess of \$1000 require the prior approval of the CEO.
- ➔ All rental car requests require the prior approval of the General Manager or CEO.

8. References

There are no references associated with this Procedure.

9. Related Documents

- WCDHB Travel/Accommodation Request Form
- WCDHB External Training and Conference Request Form
- WCDHB Hospitality And Entertainment Expenses Procedure

Revision History	Version:	8
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