

Approval Date:	October 2021	Approval Authority:	LUSA Executive
Review Date:	September 2023	Contact Officer:	LUSA President

Policy

1. This policy outlines the authorisation and payment of travel and expense reimbursements incurred by employees and affiliates in the course of their duties.

Travelling and Accommodation Expenses

2. Written approval is needed from the President or General Manager for any air travel, accommodation, rental car, use of own car or related-costs for any LUSA affiliate or employee.
 - a) In regards to accommodation, approval must be given before anything is booked.
3. The spending limit in relation to costs for travel on LUSA business is listed in the table below.
 - a) Costs associated with social outings will not be reimbursed, and nor will any costs spent on alcohol or related expenses (e.g. corkage).

Expense	Maximum \$ per person per day incl GST
Breakfast	\$25
Lunch	\$20
Dinner	\$35

4. The best cost, most logical transport option must always be selected. Options include, air travel, public transport, taxi, hire vehicle, and private vehicle use.
5. Staff may be reimbursed for travel costs, including public transport and parking. Receipts must be provided and an expense claim form completed and approved by the President or General Manager.
6. Staff may be reimbursed for private vehicle use at the kilometre rate for business use of vehicles published by the IRD. A mileage claim must be completed in Xero and approved by the President or General Manager.

Reimbursement of Costs

7. When an employee has incurred costs on behalf of LUSA the employee should, within one week of the cost being incurred, complete an Expense Claim in Xero. Subject to any queries or missing information the employee should be reimbursed in the next pay-cycle. Only actual and reasonable expenses will be met.
8. LUSA will not reimburse personal costs such as: personal travel insurance, reading materials, childcare, toiletries, in room entertainment and alcohol.
9. All claims must be substantiated by the vendor's invoice/receipt or voucher attached to the Expense Claim.
10. For LUSA to recover GST on items (goods or services) purchased in New Zealand, the substantiating document must show: the vendor's name and GST number; date of the transaction; description of the items; and cost. A credit card or EFTPOS transaction slip alone may not suffice if it does not include the vendor's GST number.

Review

11. This policy should be reviewed biennially by the LUSA Executive. The Executive may change this policy in the interim.