

Travel Policy

Last Modified	November 2023
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Approval Authority	Executive Director of Planning, Finance and Digital Services
Contact Officer	Procurement Services Analyst Financial Services

The University expects all University Travellers arranging and/or undertaking University travel to do so only for University purposes:

- a) Where a University traveller has been authorised to conduct business on behalf of the University or to travel as a representative of the University.
- b) Not to derive personal gain (financial or non-financial).
- c) To plan to meet trip objectives while minimising costs where possible.
- d) To have read and adhered to this policy and other relevant University policies (see references).

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4.6 Field Activities

Prior to departure, University Travellers must ensure they have completed the appropriate field activity plan, contained in [Field Activities \(University Health & Safety website\)](#).

the Executive Director of Planning, Finance and Digital Services or delegate has approved the travel for classes other than economy.

- f) Purchase of assigned seating should only occur if there is a medical or physical reason to do so.

6.3 Documentation

- a) University Travellers are responsible for ensuring that they have all relevant documentation for overseas travel, including passport/s, visa/s and re-entry permit/s where required, before attempting to travel on University business.
- b) The cost of a passport is a personal expense and will not be met by the University.
- c) The University may meet the cost of any documentation other than a passport if it is required for a particular business trip.

6.4 Purchasing Card (P-card)

P-cards

- v. For accommodation in remote areas where the TMC cannot access low cost

c)

11. Group Travel

Group Travel is typically arranged in respect of study tours and field trips. Group Travel must be booked through the TMC. [Section 4.9](#) also applies to Group Travel.

12. Travelling on a Grant

Group Travel is typically arranged in respect of study tours and field trips. Group Travel must be booked through the TMC. [Section 4.9](#) also applies to Group Travel.

a) Once a conference study Grant-in-Aid has been approved, funds can be used for airline bookings, conference registration and accommodation. Where funds are limited and do not cover costs, they may be drawn in advance.

b) All Study/Sabbatical Leave travel bookings must comply with this policy. [See also](#) [m0 gson nBTI 842.0595.6\(o\)6\(d\)tyf1 0 0 1 489.94 603.82 Tm0 0 1 \(S\)2\(e\)3\(cti\)10\(o\)3\(n\)3\(\)8\(4\)3](#)

c)

14.2 International

- a) Where possible, the University provides travel insurance for all corporate travel. Travel insurance cover must be arranged by the traveller with the insurer. Details of the process for arranging travel insurance can be found on the [Travel Insurance intranet \(Staff only\)](#). Where it is not possible for the University to provide travel insurance, Travellers are advised to speak to Risk and Insurance to discuss their travel insurance options in a timely manner. For further information please refer to the [Insurance intranet \(Staff only\)](#).
- b) University Travellers travelling for a period of greater than 180 days will be covered under the Univer's [Travel Insurance intranet \(Staff only\)](#). Refer to the [Travel Insurance intranet \(Staff only\)](#) for further information.
- c) If an exception has been granted under [section 6.1.a](#), University Travellers must complete the [Travel Insurance Request Form](#). Refer to the University [Travel Insurance intranet \(Staff only\)](#) for further information.
- d) If travel to a high risk destination has been approved under [section 4: Risk Assessment and Personal Safety](#), the policy terms and conditions issued by the travel insurer will apply.
- e) Insurance cover for rental vehicles booked outside New Zealand should be purchased when booking or picking up the vehicle. The University's travel insurance policy will cover the excess to a certain limit if a claim ensues. For assistance with arranging international insurance cover, please contact travelinsurance@canterbury.ac.nz.

