# Operational Policy: Staff Reimbursement of Expenses (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will reimburse expenses on a fair and reasonable basis. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. BLENNZ reserves the right to decline requests that are not deemed fair and reasonable. In determining what is fair and reasonable, conditions of employment as determined by the relevant Collective Agreement will also be considered.

This policy must be read in conjunction with the following:

* Primary Teachers Collective Agreement (Part 5 – Reimbursing Allowances)
* Support Staff in Schools Collective Agreement (Part 5 – Expenses and Allowances)
* School Caretakers and Cleaners Collective Agreement (Part 4 – Allowances)
* Kaiārahi i te Reo and Therapists’ Collective Agreement (Part 5 – Expenses and Allowances)
* BLENNZ Safe Driving Policy
* BLENNZ Travel Policy
* BLENNZ policy on Purchasing of Goods and Services
* BLENNZ policy on Use of Credit Cards

## Policy Requirements:

1. All claims must be made on the appropriate form and approved by the respective line manager.

2. Claims will not normally be accepted without a GST receipt. If a GST receipt is not provided an explanation of why not must accompany any claim.

3. No claims for alcohol will be approved.

4. No claims for expenses will be approved for breaks (morning tea, lunch, afternoon tea) associated with the undertaking of tasks during a normal working day. Claims will be approved for staff requiring to travel out of town or overnight on a fair and reasonable basis – see Appendix 1.

5. Claims for incidental expenses will only be approved if the duties which resulted in the expenses being incurred, and the level of those expenses, has been authorized in advance.

6. Mileage is reimbursed as per rates stated in the relevant Collective Agreements. Any changes to the rate will be as a result of the re-negotiation of the Collective Agreement.

7. No claims will be approved or infringement notices e.g. speeding, parking etc.

## Supporting Documents:

[Ministry of Education website - link to Collective Agreements](http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/)

Appendix 1: Clarification of “Fair and Reasonable Expenses”.

Approved: 

 Principal

Date: 11 May 2023

Next Review: 2026