

MotorSport New Zealand Travel Policy

Purpose

This Travel Policy will be the official Travel Policy of MotorSport New Zealand for reimbursement of travel and expenses incurred whilst travelling on behalf of MotorSport New Zealand.

The primary purposes of this Travel Policy are to:

- Set procedures and policies for the planning and reimbursement of business or sporting-related travel and related expenses
- Increase traveller satisfaction
- Improve traveller productivity
- Realise budgetary savings

Scope

For the purposes of this Policy, an “Official” is deemed to be any person who is a Board member, Advisory Commission member, Department member or an Official appointed by MotorSport New Zealand to attend a meeting/event, or MotorSport New Zealand employee, acting with authority or under appointment or any other person representing MotorSport New Zealand as approved by the Board or Chief Executive Officer.

Travel and Expense Categories

The following travel and expense categories are covered within the scope of this Policy:

- Air travel
- Hotel accommodation
- Car rental
- Other ground transportation (buses, taxis, trains, Uber, etc)
- Other travel-related expenses (meals fuel, etc)
- Car parking
- Tolls

The list of non-reimbursable expenses includes, but is not limited to:

- Additional airline or other travel insurance
- Baggage insurance
- Barbers or hairdressers
- Car-wash (unless authorised)
- Magazines, books, newspapers
- Minibar
- Alcohol (except as included in meals within this Policy)
- Spouse’s travel (unless authorised)
- Movies at the hotel
- Spa treatments

- Clothing
- Chewing gum, sweets
- Access to airport lounges
- Costs relating to seat selections

Endorsement

The Finance and Office Manager bears responsibility for the review of the validity and completeness of expense reports and the approval of these reports, ensuring that they are in compliance with this policy. They are allowed to approve reasonable expenditures for the Organisation; however, they must clearly understand that they are also responsible and accountable for their decisions.

Responsibility

Travellers

All Officials are responsible for reading, understanding and complying with this Policy.

MotorSport New Zealand will not reimburse Officials for expenses that are not in compliance with this Policy. Officials bear responsibility for obtaining, retaining and submitting the documentation required by this Policy for the reimbursement or payment of travel expenses.

Managers / Departments / Advisory Commissions Chairpersons

In conjunction with the Finance and Office Manager, each Head of Department and Advisory Commission Chairperson is responsible for supervising, controlling and steering the travel budget and expenses in their Department or Advisory Commission in order to avoid unreasonable travel costs, to reduce overall travel costs and to make appropriate use of their budget.

These responsibilities must be performed in a timely manner to avoid high or late fees and other reimbursement/payment complications.

Group Travel

Unless previously authorised, no more than three (3) Officials may travel together within the same mode of transport (car, plane, etc) at the same time.

Accommodation

Where an Official is required to travel a day earlier or stay a day later for a meeting/event, due to the unavailability of suitable flights **or** the duration of the meeting/event is considered too long **or** where they are required to perform other MotorSport New Zealand-related business en-route **or** prior to or subsequent to the meeting/event, the following guidelines should be followed:

- Accommodation will be only provided if the Officials place of residence is located more than 90 km or 60 minutes' drive from the meeting/event location.
- Every attempt is made to ensure each Official has an individual bedroom, however, shared apartment-style (with individual bedrooms) accommodation will be booked where possible.
- Accommodation will only be provided for the period that your assigned role requires. Any additional accommodation costs outside of this period will be borne by the Official.
- The Official will be responsible for any extra costs in relation to the attendance of partners/friends etc.

For a multi-day event, MotorSport New Zealand may provide accommodation for the nights in between event days, if required. This will be at the discretion of the Chief Executive Officer.

MotorSport New Zealand recognises that in some instances, accommodation may be required for the night prior to or after the event. In this case, accommodation may be provided based on pre-approval from the Chief Executive Officer.

At all times, accommodation must be booked through MotorSport New Zealand unless otherwise approved.

MotorSport New Zealand will cover those costs related to accommodation as below:

- MotorSport New Zealand will arrange and cover all accommodation costs; or
- Where an Official elects to arrange their own accommodation at an alternative location, this must be agreed with the MotorSport New Zealand Office prior to travel; or
- Where, for personal convenience, an Official requests to arrange accommodation at a private residence, a reimbursement rate must be agreed with MotorSport New Zealand prior to the date of travel.

Meals/Refreshments

Whilst away on Motorsport New Zealand business, the actual and reasonable cost of breakfast, lunch and/or dinner will be reimbursed in the absence of a prepaid organised meal being provided. These expenses will be reimbursed upon presentation of a valid tax receipt up to the following limits per person.

Meal reimbursement limits are as follows:

- One-day event:
 - Lunch up to \$20.
- Multiday event:
 - Breakfast - up to \$20;
 - Lunch - Up to \$20;

- Dinner (including one alcoholic drink) - Up to \$50.

If claiming the cost of a group meal, the names of all individuals who are eligible for reimbursement should be listed on the reverse of the tax receipt.

Car Travel

At all times safe driving practices must be employed. This includes sufficient rest breaks whilst on long journeys and rest periods at the completion of a journey.

Personal Vehicle Use

Where an Official is unable to travel by air **or** for personal reasons elects to travel by road, the Official will be reimbursed for travel as follows:

- Where air travel is available reimbursement will be by:
 - mileage at a maximum rate of ninety-five (95) cents per kilometre, or
 - fuel receipts to a maximum of an airfare for that same journey.
- Where air travel is not available, reimbursement will be by:
 - mileage at a maximum rate of ninety-five (95) cents per kilometre, or
 - fuel receipts for the journey from residence to the meeting/event location as per the AA recognised distance chart.

When using a vehicle supplied by MotorSport New Zealand, actual expenses only will be recoverable on the presentation of a valid GST receipt.

Car Rental

Rental cars for approved travel can be reserved via the MotorSport New Zealand Office unless otherwise approved by the Finance and Office Manager prior to the booking of the hire car.

Special rates have been negotiated with a number of car rental companies being AVIS and EziCar who have outlets at all New Zealand airports.

Class and Size

The rental of mid-size, compact or smaller cars is allowed. However, the use of hybrid or EV cars to reduce the carbon footprint of the organisation whilst travelling will be done as a priority if suitable for the purpose of the hire.

Additionally, if three (3) Officials are travelling together or if luggage/equipment is required, the rental of a full-size or oversized car or of a van is authorised.

Vehicle class/size upgrades are allowed at the Official's expense.

The invoices for car hire will be charged back to MotorSport New Zealand via a charge-back programme.

Car Rental Insurance

MotorSport New Zealand's insurance policy extends to cover all rental cars that are being used by an Official who is travelling on MotorSport New Zealand business. The Official should therefore decline any additional insurance options.

Only Officials who have been duly registered as vehicle drivers (by providing a copy of their driving licence to the rental company at the time of hire of the rental contract and delivery of the vehicle) are authorised to drive the rental vehicle, for insurance cover reasons. Failure to adhere to this rule may result in sanctions.

Accidents

Any accidents or incidents that happen must be notified firstly to the hire company as per their accident reporting process and secondly to the Finance and Office Manager.

Fuel

It is mandatory to refuel a rental car before returning it. All GST fuel receipts must be presented when claiming for expenses.

Traffic Infringement and Parking Fines

Any fines incurred whilst on MotorSport New Zealand business are the responsibility of the individual who incurred them. The organisation accepts no responsibility for the payment of traffic infringement or parking fines.

If any fines remain outstanding and are made aware to MotorSport New Zealand, this may compromise the Official's future appointments or acceptance of travel requests.

Commuting Charges/Parking

Where, for convenience an Official elects to use Public Transport, reimbursement will be made under the following circumstances:

- The Official will ensure that when commuting from their residence to the closest airport, the most economical transport available is used.
- Where commuting from the destination airport to the place of meeting/event, preference will be given to using the most economical transport available except in instances where one or more Officials travel together or time restraints limit travel to taxis.
- Parking will be reimbursed in instances where the most economical long-term parking has been utilised.

In all instances, payments will only be reimbursed with the production of a GST invoice or "chit" from the transport authority or parking company.

Air Travel

Unless otherwise noted below, all air travel must be booked or approved by the MotorSport New Zealand Office. Such arrangements are to be advised with sufficient advance notice to allow for the most economical fares to be obtained.

Preferred Airlines for Travel

For domestic travel, Air New Zealand is the preferred airline.

For international travel, the organisation will book the most appropriate flight available for the destination.

Carbon Credits

All domestic flights will be purchased with the inclusion of the carbon credit feature, if available to offset any carbon footprint created whilst travelling.

Board Members

Board Members will book their own travel unless otherwise agreed. These arrangements should be made early and at the most economical fares available.

International travel

All international travel must be booked via the MotorSport New Zealand Office and will be subject to approval by the Chief Executive Officer prior to purchase.

At all times, it is the responsibility of the Official to ensure that:

- All personal travel documents are current.
- All required Visas are in place to conduct the travel.

Note: *Where an Official repeatedly books fares late and thus pays unreasonable costs for those fares, the Chief Executive Officer may seek to recover the excess from the Official concerned.*

Airline Frequent Flyer Programs

Travelling Officials may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection, which would result in incremental costs to the organisation beyond the most economical fare available, as defined in this Policy.

Payment Methods whilst Travelling

Business travel whilst on MotorSport New Zealand business will be paid for in the following methods:

- Chargeback account as agreed by the Organisation and the Supplier and booked by MotorSport New Zealand
- MotorSport New Zealand credit card (if issued)
- Officials personal credit card
- Cash

All reimbursement claims will be made in accordance with the prescribed rates as per this Policy and will be subject to the final approval by the MotorSport New Zealand Chief Executive Officer.

Expenses incurred using a MotorSport New Zealand Credit Card

When making any purchases using the organisation's credit card, the Official must also retain and present to the Finance and Office Manager valid GST receipts for all purchases.

Expenses incurred in cash or with a personal credit card

In order to obtain the reimbursement of any expenses incurred while undertaking an Officials role, Officials must submit their expense claims to the Finance and Office Manager no later than 21 days after incurring them.

Reimbursement for all incurred travel, accommodation and refreshments will only be made if presented with valid GST invoices or receipts for all costs and purchases.

Reimbursement procedures

Expenses incurred shall be reimbursed within a maximum of 15 days from the date of the approval of the expense report by the Finance and Office Manager. The reimbursement will be made by direct credit to the Officials nominated bank account.

No cash reimbursements will be paid.

Valid GST Tax Receipt

A GST Tax Receipt must` contains the following elements:

- Suppliers' name and GST Number
- Date of issue
- Description of goods or services sold;
- Total price of the sale (including GST or GST listed separately)

Personal Side Trips

Personal side trips may be combined with an organisation-approved meeting/event trip if they do not compromise the mission or the initial reason for the trip.

All additional expenses must be paid by the Official (using a personal credit card).

MotorSport New Zealand Conference and AGM

MotorSport New Zealand will cover all costs, as detailed within this Policy, related to ensuring a Board member, Advisory Commission member or Head of Department is able to attend the AGM.

Where an Advisory Commission member or a Head of Department is also nominated as a Club delegate to the MotorSport New Zealand Conference and Annual General Meeting, MotorSport New Zealand will only 50% cover of the travel cost related to the attendance.

Cancellations/No Show

If, for any reason, an Official is unable to make a flight or will not be using the accommodation booked, they are personally responsible for notifying either the airline/hotel (after hours) or MotorSport New Zealand during business hours.

Failure to do so with reasonable notice or for a valid reason may result in the loss of fares and hotel payments of which MotorSport New Zealand may seek to reclaim.

Implications for Non-Adherence

Travellers are expected to abide by the stated rules and guidelines of this Travel Policy. Any breach of this Policy may result in disciplinary action being taken by MotorSport New Zealand. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with MotorSport New Zealand.

General

The policy manager is the Finance and Office Manager to whom any questions in relation to this policy should be directed to.

The Chief Executive Officer reserves the right to make such amendments as it deems fit from time to time.

Policy Review Date	19 September 2023	Elton Goonan
Policy Review Date		
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