

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
- Realise budgetary savings

The basis of reimbursement is actual and reasonable costs.

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 or permitted event.

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

- Additional airline or other travel insurance
- Magazines, books, newspapers
- Minibar
- Alcohol (except as included in meals within this Policy)
- Spouse’s travel
- Movies at the hotel
- Access to airport lounges
- Costs relating to seat selections

MotorSport New Zealand may, at its sole discretion, adopt a variation of this policy in special circumstances where travel may be necessary, but for purposes that are not strictly in accordance with the scope outlined above.

ENDORSEMENT:

The CEO 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.

RESPONSIBILITIES:

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 CEO, 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.

ACCOMMODATION:

Where an Official is required to travel a day earlier or stay a day later for a 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.

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 and any additional costs will be met by the Official;

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.

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 fifty-five (55) cents per kilometre if the Official uses their private vehicle, 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 fifty-five (55) cents per kilometre if the Official uses their private vehicle, or
 - fuel receipts for the journey from residence to the meeting/event location as per the AA recognised distance chart.

CAR RENTAL:

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

Class and Size

Vehicle will be booked of a class and size appropriate to the need.
Vehicle class/size upgrades are allowed at the Official's expense.

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.

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 CEO.

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.

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.

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 CEO 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.

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
- Pre-payment by MotorSport New Zealand
- Officials personal credit card

All reimbursement claims will be made in accordance with this Policy and will be subject to the final approval by the MotorSport New Zealand CEO.

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 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. The reimbursement will be made by direct credit to the Officials nominated bank account.

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

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 cover 50% 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.

GENERAL:

The policy manager is the CEO to whom any questions in relation to this policy should be directed to.

The CEO reserves the right to make such amendments as it deems fit from time to time.

Policy Review Date	02 October 2024	Wayne Scott
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