

## **LIANZA Expenses and Business Travel Policy**

### **Purpose**

LIANZA expenditure should be subject to a high standard financial prudence and able to withstand scrutiny. This policy clarifies what costs are covered and the process for reimbursement.

### **Application**

This policy applies to all LIANZA Council members, LIANZA standing and working group committee members, LIANZA Communities and professional development contractors.

### **Principles**

LIANZA members and their employing organisations mostly gift their time to LIANZA and members may choose not to claim for travel and expenses as a way of giving back to LIANZA. All expenditure decisions must have a justifiable business purpose, be cost-effective, transparent, moderate and conservative, and be appropriate.

### **Procedures**

#### **Approval**

- i. Approval must be given by LIANZA Office prior to LIANZA Council business or travel expenditure being incurred.
- ii. LIANZA Community expenditure must be approved by LIANZA Office as part of the annual budget approval process prior to budgeted expenditure being incurred.

#### **Travel**

- i. The principles of a justified business purpose, moderate and conservative expenditure are particularly relevant to travel expenditure.
- ii. Meetings conducted using online tools are the preferred means wherever possible to reduce costs.
- iii. Travel must be undertaken only when the business activity requires it.
- iv. All travel arrangements must be time-effective for the LIANZA member.
- v. All travel arrangements must be cost-effective for LIANZA.
- vi. The most direct and economical mode of travel available, considering all of the circumstances will be provided or reimbursed.

#### **Air travel**

- i. All national and international air travel arrangements and bookings will be made by LIANZA Office in consultation with the traveller.
- ii. As much notice as possible, preferably at least three weeks, is required for booking air travel, to ensure bookings are cost effective.
- iii. If a change is requested by the traveller to already agreed/arranged travel any additional costs will be on-charged to the traveller incl administration fee or increase in cost of travel.
- iv. If the change is at LIANZA's request any additional costs will NOT be on-charged.
- v. LIANZA business travel can be combined with personal travel and commitments, provided there is no additional cost to LIANZA.
- vi. International air travel requires sign-off by the LIANZA Executive Committee.

- i. Travel insurance will be paid by LIANZA for all international travel.

**Other travel expenses**

- ii. Taxis or ride-share options will be reimbursed only for travel associated with national meetings.
- iii. Where possible group taxi-shuttles will be organised by LIANZA Office.
  - i. LIANZA Office will issue taxi chits, when requested in advance, for business travel.
  - ii. Individuals using taxi chits are required to scan the taxi card number and taxi receipt to LIANZA Office for reconciliation.
- iii. The most cost effective airport parking option must be utilised and costs of parking will be reimbursed provided the purpose of the trip is for approved LIANZA business.
- iv. Car travel will be reimbursed at the IRD rate per km where car travel is appropriate with a maximum not exceeding a flexi-saver airfare between the destinations.
- v. Car travel must be approved before travel commences to ensure online meeting options have been explored.

**Accommodation for national travel**

- i. Accommodation bookings will be made by LIANZA Office in consultation with the traveller.
- ii. An extra night's accommodation may be considered if travel options are limited.
- iii. All personal expenses must be paid by the individual when the account is settled, including videos, spas, snacks and liquor from the mini-bar and the like.

**Meals**

- i. Expenditure for alcohol is a personal charge and is not reimbursed by the LIANZA.
- ii. No meals are paid for by LIANZA either nationally or internationally.
- iii. A contribution towards food expenses may be available for international travel, if approved by LIANZA executive.

**Reimbursement**

Where reimbursement is required this procedure outlined below must be followed.

- i. All claims must be submitted on the LIANZA Council or SIGS and Regions Expense Reimbursement Form.
- ii. All LIANZA Community reimbursements must be approved and signed by two authorised signatories prior to reimbursement being made by LIANZA Office.
- iii. All claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances this means within one month of the transaction.
- iv. GST compliant invoices/receipts and other supporting documentation must be submitted.
- v. GST receipts can be photographed at point of sale (or later) and emailed to LIANZA Office.
- vi. Credit card statements do not constitute adequate documentation for reimbursement.



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- vii. All claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim.
- viii. For minor expenditure (less than \$20) and when receipts are not available, all claims must document the date, amount, description and purpose of purchase.