



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: July 2020
Review Date: July 2022

Travel Expenses for Day to Day and Short-Term Relieving Teachers

Responsible to:	Chief Executive Officer,
Applies to:	Day to Day and Short Term Relievers
Purpose:	-To acknowledge the employment rights of relieving staff -To ensure consistent treatment for travel reimbursements claims -To acknowledge the staffing requirements of kindergartens.
References:	Kindergarten Teachers, Head Teacher and Senior Teachers' Collective Agreement

Policy

1. The Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement provides for reimbursement of day-to-day and short-term relievers at the discretion of management. He Whānau Manaaki will provide some reimbursement of travel expenses which shall be closely aligned to the procedures applicable in the school sector.
2. There is no reimbursement for the first 25 kms travelled per day. This means reimbursement shall be for kilometers travelled in excess of 25 kms per day.
3. Reimbursement shall only be made up to a maximum of 70 kms per day.
4. Reimbursement shall be paid at the rates prescribed in Clause 5.1 of the Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Employment Agreement.
5. Unless otherwise authorised by the Chief Executive, the maximum reimbursement in one month should not exceed 5 working days.

Procedures:

1. The Travel Expenses for Relievers' Policy will be included in the Relievers' Pack to ensure relievers are provided with the necessary information.
2. Short-term relieving teachers shall make travel claims on the Travel Claim form, each month.