



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: October 2019

Review Date: October 2021

Travel and Meal Allowance Claims

Responsible to:	Chief Executive Officer
Applies to:	Permanent and long term relieving staff
Purpose:	To identify the criteria for teacher travel and meal allowance claims and the requirements and conditions for reimbursement.
References:	Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Employment Agreement (KTCA), Individual Employment Agreements, IRD Rules.

Policy

1. Whānau Manaaki Kindergartens (WMK) will reimburse costs incurred in private vehicles by employees at the rate set out in the KTCA for trained teachers and at the rates set by IRD for all other staff.
2. Travel expense claims can be claimed in the following situations:
 - Committee meetings (attendance of one teacher per meeting at up to 12 meetings)
 - WMK meetings (called by Chief Executive Officer) where teachers are required to attend
 - Meetings called by Senior Teachers, including Registration meetings; Head Teacher meetings; Area Staff Meetings; First Aid Course, CYFS Course
 - Call backs (e.g emergencies at kindergarten out of hours)
 - Home Visits (a photocopy of the home visit log book is required. This shall be treated confidentially and disposed of following claim payments)
 - Taking a child for medical treatment
 - When travel is required to purchase items from local shopping centres
 - Other cases as determined on a case-by-case basis by the Chief Executive Officer.
3. Wherever possible, teachers shall share transport.
4. When employees are required to attend a WMK meeting over a 'normal' meal time, WMK will generally provide food for those who attend.
5. When teaching teams are required or decide to hold team meeting over a 'normal' meal time, food may be provided from the kindergarten's operating allocation.

Procedures:

1. Travel reimbursement claims should be submitted to WMK on the Travel Expense Claim Form at the end of each term.
2. Claims for reimbursement of meal expenses, if required, should be submitted on the Expense Reimbursement Claim Form with an attached report.