

# Delegate Travel Reimbursement Policy 2019

We look forward to welcoming you to one of our workshops at the Centre for Leadership Development (CLD). For Salvation Army delegates, we are pleased to be able to offer you reimbursement of reasonable travel expenses to ensure that, no matter where you are in the territory, you can still take advantage of our programmes.

**Since we want your travel to fit in with your needs and circumstances, we ask that you or your centre/corps arrange your travel to and from your workshop. The information below gives guidelines for reimbursement of your expenses. Please read this information carefully and take it into consideration as you make your arrangements.**

If you have any questions about your travel arrangements or any other aspect of your workshop attendance, please feel free to contact us on: 04 528 8628 or email [cld@salvationarmy.org.nz](mailto:cld@salvationarmy.org.nz)

## TRAVEL OPTIONS

In normal circumstances CLD will reimburse actual costs for the most practical and cost effective travel option. Please follow these guidelines:

### 1. CHOOSE THE MOST COST EFFECTIVE TRAVEL OPTION:

In normal circumstances reimbursement will be made for travel by the most direct route from the delegate's home (when driving), or closest airport to and from the workshop location.

**Please note that travel repayments are now subject to maximum limits.** If flying, the limits for your entire journey (both to BCM and home again) are (excluding GST):

- **\$300 for travel from Auckland, Christchurch and Nelson,**
- **\$400 from Hamilton, Dunedin and Invercargill, and**
- **\$600 for flights from any other centre.**

If you cannot arrange transport within these cost limits you must seek approval from BCM prior to booking your flights. If you do not seek prior approval, you will only be refunded up to the maximum limit for your centre.

### 2. TRAVELLING BY CAR:

If driving to the workshop is the most practical and/or cost effective option, please contact CLD to discuss arrangements. CLD will reimburse:

- **For those staying offsite, this will only cover your travel to the first day of the workshop and home following the final session.**
- **If driving (pre-approval required) reimbursement of mileage will be repaid as per the official minute up to a maximum of 500 kms.**
- **Lease vehicle mileage will be reimbursed to the appointment at the personal mileage recovery rate for that vehicle: please record mileage in your log book as official.**
- **For Officers' driving a personally owned vehicle, mileage will be reimbursed to the appointment at the band rate for that vehicle: please record mileage in your log book as official.**

The Corps/Centre will then pass this reimbursement on to the delegate.

*Hiring a car:* If hireage of a rental car is approved, delegates must return the car with a full tank of petrol and submit hire invoice and petrol receipts to CLD. CLD will *not* reimburse for petrol supplied by the rental company when the vehicle is returned.

### 3. ARRANGING FLIGHTS:

Where flying is the most cost effective option, return air travel will be reimbursed **for the lowest priced tickets available** and subject to the maximum fares noted above. Please book air tickets well in advance to take advantage of the lowest airfares.

### NB: REIMBURSEMENTS DO NOT COVER:

- **GST.**
- **Insurance, card fees, seat selection, or other fees.**
- **We do not reimburse airfares paid using airpoints (or similar schemes).**
- **Rebooking costs if you have missed your flight. The flight cost of the original e-ticket will be reimbursed.**
- **This could mean we will need to book an extra shuttle for your new arrival time. It is likely that this additional cost may be passed onto your Corps or Centre.**

Please email your flight details to [cld@salvationarmy.org.nz](mailto:cld@salvationarmy.org.nz) soon as possible.

### MAKING OTHER TRAVEL ARRANGEMENTS:

Travelling by car or air is usually the most convenient and cost effective option. Travel arrangements outside of these guidelines should be negotiated with the CLD Director **as soon as possible**. In such cases, reimbursement will be at the discretion of the CLD Director and will cover the equivalent of normal travel costs (as per the above conditions) or actual costs—whichever is less.

### 4. SHUTTLE TRANSPORT FROM WELLINGTON AIRPORT (BCM WORKSHOPS ONLY)

If you wish you make use of our free shuttle service between Wellington Airport and BCM, please book flights which will arrive in Wellington in plenty of time.

- **One shuttle will ordinarily depart from Wellington Airport approximately 1½ hours before your workshop start time;**
- **and from BCM to the airport, approximately ¼ hour after your workshop concludes.**

CLD will cover the cost of these shuttles only, shuttles outside of these times will be an appointment or personal cost. If arriving at any other time, please make your own transport arrangements to BCM, or contact us prior to booking.

**On arrival at Wellington Airport,** please proceed to the luggage collection area. A Supershuttle driver will have a name board (displaying the name of the workshop you are attending) and be at their own shuttle stand inside the luggage collection bay area of Wellington Airport. Please make yourself known to him/her. The driver normally starts collecting passengers from the luggage collection bay 15 minutes before the arrival of the last flight on the list. Before leaving for Upper Hutt with the shuttle please make sure that all delegates on the shuttle list are onboard. If there are any delayed flights or cancellations please contact BCM immediately.

If you wish to arrange your own transport to and from BCM at other times, or from other locations, this will be your own responsibility, at your own cost. Recommended transport services:

- Supershuttle 0800 748 885 or Email: [reservations@supershuttle.co.nz](mailto:reservations@supershuttle.co.nz) or Driving Miss Daisy'Upper Hutt: 04 970 6636 / 0800 948 432

## CLAIMING YOUR REIMBURSEMENT

### FOR MILEAGE

- Please Request a CLD Travel by Car Reimbursement Form
- All claims must be made within 10 working days of the conclusion of the workshop
- Claim mileage through your appointment/corps in the usual manner
- Include a copy of the mileage logbook and relevant details supporting your claim. Corps/centres then forward all details on to CLD for processing
- Reimbursement will be via the account nominated for reimbursement on your registration form.

### AIRFARES

- Claim airfares through your appointment/corps in the usual manner if you have paid the cost yourself. Ignore this if your centre has purchased the tickets for you.
- Corps/centres then forward a copy of the e-ticket to CLD for processing. (NB: The ticket copy must show the GST component of the fare).
- If flights have been booked on account through a travel agency, please supply a copy of the travel agency's GST invoice.
- Reimbursement will be via the account nominated for reimbursement on your registration form.

- If CLD has not received flight details two weeks before the start of the workshop, the delegate will be responsible for arranging their own transport between Wellington Airport and BCM (arrival and departure), and at the delegate's or corps/centre's own expense.

Processing of reimbursement for travel expenses will be made following attendance at the workshop. CLD will not reimburse airfares or other costs for delegates who do not attend the workshop, except in exceptional circumstances and at the discretion of the CLD Director.

**Please call us on 04 5288628 if you have any questions.**

**Travel safely.** 😊