

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: **1200**

POLICY NO: **1213**

ISSUE DATE: 01/06/13

TITLE: **STAFF EMPLOYMENT POLICIES**

ISSUE NO: 2

PAGE: 1 OF 1

---

## Staff Expenses on School Trips

### RATIONALE:

Staff are entitled to actual and reasonable expenses as detailed by the Secondary Teachers' Collective Employment Contract. In addition, the Board of Trustees may provide further reimbursement, subject to prior approval by the Board. For the purposes of this policy the coverage is for trips related to co-curricular activity, involving students, and includes trips overseas, trips to national tournaments, and trips involving travel beyond the greater Auckland urban area (defined as "that area encompassing the region of the Auckland Secondary Schools Heads Association).

### PROCEDURES / PRACTICES:

- 1 All staff expenses related to trips outside the greater Auckland urban area (travel, accommodation and meals) will be covered by a combination of an amount charged per student and/or by fundraising, and by the school.
- 2 Staff can make claims for the reimbursement of the personal use of their motor vehicle for co-curricular programmes under the auspices of the various Auckland secondary schools organisations and/or directly related curriculum travel *inside* the greater Auckland urban area only (exceptions may be granted *prior* to use beyond the greater Auckland urban area).
- 3 The school mini-vans can only be used free of charge for school related activities within the greater Auckland urban area. Use must be related to Auckland secondary schools' co-curricular programmes, or directly related to the school curriculum.
- 4 School mini-vans will not be used for student activities beyond the greater Auckland urban area. Some discretion will apply to the above. See Deputy Principal in charge.
- 5 All matters relating to the financing of co-curricular trips and the discretionary use of the mini-vans beyond the greater Auckland urban area are to be centred on the Deputy Principal in charge.