

## POLICY: - DOMESTIC TRAVEL

### Preamble

This policy covers authorised domestic travel anywhere in New Zealand and applies to Conference Delegates, Board Trustees and their Approved Representatives travelling to further the interests of Alcoholics Anonymous.

This policy sets out the basis of payment for fares and expenses to attend meetings.

This policy supersedes all previous policies and resolutions.

### Policy

<b>1</b>	<p>All travel relating to authorised General Service Conference, General Service Board and Approved Representatives meetings will be organised and booked by the General Service Office (GSO) staff.</p> <p>Delegates, Trustees and Approved Representatives may, however, in exceptional circumstances (eg. family bereavement) initiate their own travel arrangements with the prior approval of the NZ General Service Board's Finance and Administration Committee.</p> <p>The NZ General Service Office (GSO) will meet all reasonable, actual costs as follows.</p> <p>a) Return, direct, travel costs (airfares or vehicle) and in the case of airfares for the most reasonable of two (2) quotes from separate travel providers for return direct flights.</p> <p>The maximum reimbursement for vehicle travel is never to exceed the cost of the most reasonable of return direct flights.</p> <p>b) When travellers decide on (non-exceptional) extra, amended or alternative travel arrangements beyond the above limits, such arrangements will be the traveller's responsibility and any associated extra costs will be at the traveller's personal expense.</p> <p>c) GSO will arrange prior payment of any attendance costs that the meeting organisers expect to be met in relation to attendees.</p> <p>d) Taxi Chits or payment arrangements will be made for travel at the destination airport to meeting venues.</p>
<b>2</b>	<p>A reconciliation statement in the attached Travel Claim Form format (scheduling payments and expenses) is to be lodged with the GSO within one month of the travel. Receipts (or a reason why not) are to be provided for any items over NZ\$20 claimed for reimbursement.</p>
<b>3</b>	<p>Should GSO and/or the Board be presented with any cases of hardship or any</p>

	dispute over application of any aspect of this policy these matters will be considered on a case by case basis and, as required, be referred to the General Service Board's Finance and Administration Committee for final decision.
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<b>Policy Review</b>	
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Sept.2010	Policy Adopted – Review 2012
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Feb 2012	Approved Policy unchanged with an annual review.
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March 14	Approved unchanged with annual review.
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March 15	Policy Amended to state 2 quotes must be from separate travel providers.
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Mar 16	Approved Policy unchanged with an annual review.
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Mar 17	Approved Policy unchanged with an annual review.
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