

POLICY: - INTERNATIONAL TRAVEL

Preamble

This policy covers World Service Delegates and any other New Zealand General Service Conference Delegates or General Service Board Trustees or their Approved Representatives travelling abroad to further the interests of Alcoholics Anonymous, New Zealand.

New Zealand World Service Delegates (WSD) travel to World Service Meetings (WSM) that are held biennially. In alternate years delegates travel to the Asia Oceania Service Meeting (AOSM).

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

This policy supersedes all previous policies and resolutions.

Policy

1

Delegates may initiate their own travel arrangements in accordance with the policy of the NZ General Service Board (GSB) through the NZ General Service Office (GSO) who will meet all reasonable, actual costs as follows:-

- a) *Return Airfares for the most reasonable of two (2) quotes from separate travel providers for direct return flights plus en-route accommodation needed to connect with flights.*
- b) For international flights over 12 hours in duration a “recovery day” accommodation both prior to and after the meeting will be allowed.
- c) Costs of visas and taxes to be borne by the General Service Board.
 - Cost of passport is delegate’s own cost
 - All costs to be fair and reasonable
- d) 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.
- e) GSO will arrange prior payment of any attendance costs that the meeting organisers expect to be met in relation to attendees
- f) A non- accountable daily allowance of NZ\$20, per approved traveller will be provided to cover out-of-pocket incidental expenses during the days of travel as above.
- g) En-route food and public transport costs (busses and shuttles failing that taxis) needed for getting to and from the meeting will be allowed. Likewise any costs for participating in an organised conference activity will be allowed.

2	<p>GSO holds travel insurance which covers all employees or directors of AA or persons authorised by AA travelling overseas on authorised business travel or private travel if declared by the Insured, spouses (including common law) and families of an insured person. It is the WSD responsibility to ensure the insurance company receives the following notifications (Aon NZ – chloe.langley@aon.com) and that the conditions are met to ensure travel is covered under this policy:</p> <ol style="list-style-type: none"> 1) The insurance company being notified of: <ol style="list-style-type: none"> a) the destination and dates of travel b) the names of any family members travelling with you c) any private travel being undertaken as part of the trip 2) No medical form is needed, however cover for pre-existing medical conditions will only apply if: <ol style="list-style-type: none"> a) You are not travelling against doctors' advice b) You are not travelling to seek treatment c) You are not suffering from a terminal condition d) In the 30 days preceding travel you haven't been off work and or confirmed to a bed for more than five days (as a result of the injury/illness) e) You haven't received medical treatment in the 30 days prior to the journey or hospitalization or surgery in the 6 months prior. <p>GSO holds Travel Assistance cards for you to carry</p>
3	Where delegates require a financial advance in anticipation of attendance costs, then the GSO will arrange such an advance (to the maximum of NZ\$100 per day)
4	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 return to New Zealand. Receipts (or a reason why not) are to be provided for any items over NZ\$20 claimed for reimbursement.
5	Gifts, tokens or personal items for use or wear are the choice of the individual and GSO will not reimburse such costs.
6	GSO and/or the Board be presented with any case where there is dispute or there is any 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.

Policy Review	
Sept. 2010	Adopted – Review 2012.
Sept 2012	Policy Amended
March 2014	Policy Amended to reflect that GSO now holds a travel insurance policy
March 15	Policy Amended to state 2 quotes must be from separate travel providers.
Mar 16	Policy approved unchanged with annual review
Mar 17	Policy approved unchanged with annual review