

DSM Conference Travel

Additional Information for Applicants

Trains, buses and taxis:

The application form has been changed to include additional travel expenses such as trains and taxis, to a maximum total cost of \$150. If projected costs are greater, then details and justification will be required.

Use of Personal Vehicle to travel to the Dunedin airport:

Reimbursement of travel costs using your own vehicle to travel from your home to Dunedin Airport (return) will be restricted to a maximum of \$40 including mileage and carparking. This is to ensure compliance with the University of Otago policy.

Use of Personal Vehicle to travel:

Staff using personal vehicle as an alternative to a rental car will be reimbursed at the following rates:

Dunedin to Queenstown return = \$250

Dunedin to Balclutha return = \$110

Dunedin to Invercargill return = \$160

Requests for reimbursement of a greater amount will require justification.

Approved Suppliers to the University of Otago:

Details for New Zealand accommodation, rental vehicles and taxi shuttle services can be found at the following link:

<http://www.otago.ac.nz/financialservices/procurement/approvedsuppliers/index.html>

For overseas accommodation, staff are encouraged to use internet based booking sites such as www.wotif.co.nz or www.bookings.com or www.hotels.com

Daily Sustenance Rates:

The daily sustenance allowance is for accommodation and meals. Rates are as follows:

New Zealand = to a maximum of \$200 per day.

Australia = to a maximum of NZ\$260 per day.

Overseas = to a maximum of NZ\$300 per day.