

Purpose

To ensure that reviews travel is cost effective and consistent with the University of Otago Travel Policy.¹

Applicability

This applies to Panel Members requiring travel and accommodation for participation in the University of Otago Internal Reviews process. This policy covers all travel, both domestic and international.

Travel and Accommodation

Travel and accommodation is usually arranged and booked through the University's Mandatory Travel Agents or an approved on-line booking system by the Review Coordinator.² All air travel is to be Economy Class.

Where an invited Panel member requests to travel First Class, Business Class or Premium Economy, they may do so only when:

(a) the Traveller specifically agrees (prior to making the booking) to pay the difference between the Economy airfare and the First Class, Business Class or Premium Economy airfare;

And

(b) an external organisation or individual has agreed to pay, or reimburse the University, for a Panel Member to travel at a class above economy, either by paying the full cost of the travel or the full cost of the upgrade, the Panel Member must provide evidence of this before the travel is confirmed.

Where a Panel Member wishes to change confirmed flights for personal reasons, they will be liable for any additional costs incurred as a consequence of that change.

The University will not pay for travel by private motor vehicle where travel by other means is more practical or cost-effective. Where private motor vehicles are used, Panel Members will be reimbursed at the lower cost of the rental equivalent (including petrol costs) or mileage.

The use of taxis, airport shuttle services and ride sharing apps should be moderate and cost-effective relative to other forms of transport available to the Panel Member.

Travel Insurance: International travel will be insured through the University's travel insurance plan and arranged by the Review Coordinator.

¹ <https://www.otago.ac.nz/administration/policies/otago025562.html>

² If a Panel Member wishes to make their own travel bookings, reimbursement would be for an Economy fare, as quoted by the University Travel Agent, and in line with the University Travel Policy.

Sustenance

The cost of meals will only be reimbursed or provided during the period that the Panel Member is on Review business. Original GST receipts must be provided in order to obtain reimbursement.

Generally, the cost of meals (including non-alcoholic drinks) paid by the University of Otago should be in the mid-range, both in respect of the eating establishment concerned and in respect of the menu of the eating establishment. As a guide they should not exceed \$65 per head for dinner and \$45 per head for lunch.

In keeping with other University of Otago policy, the purchasing of alcoholic drinks will not be approved or reimbursed.