

## Applicability

This policy applies to Panel Members undertaking air travel for participation in the University of Otago Internal Reviews process.

## Purpose

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

## Policy

Air travel is usually<sup>2</sup> arranged and booked by the Review Secretary.

Air travel is to be booked through the Mandatory Travel Agents or an approved on-line booking system. All air travel is to be Economy Class.

## Notes:

This policy covers all air travel, both domestic and international.

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.**

Travel Insurance: International travel will be insured through the University's travel insurance plan. Review Secretaries are to submit a "Travel Insurance Application for International Review Panel Members" for each international traveller to the University's Insurance and Assets Officer. Insurance coverage will then be on file but no insurance cards will be issued.

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

<sup>2</sup> If a Panel member has complicated arrangements or is travelling with others, it is usually preferable for the Panel member to make their own arrangements and obtain reimbursement for their own airfare. Reimbursement would be for an Economy fare as quoted by the University Travel Agent and in line with the University Travel Policy.

## Food and drink

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.