



# TE AWAMUTU COLLEGE



## PROCEDURE - STAFF REIMBURSEMENT

### Rationale

Expenses incurred by staff on specified school-related activities are reimbursed.

### Purposes

1. To reimburse staff for travel, accommodation and meals when on EOTC (Education Outside the Classroom), or school business where these expenses are not covered elsewhere.
2. To recognise the responsibility staff have when supervising students overnight away from school.

### Guidelines

1. Pay an annual established rate for staff vehicles used on school-related activities.
2. Reimburse staff for reasonable costs incurred on meals and accommodation.
3. Receipts for meals and accommodation must accompany any reimbursement application.
4. Pay appropriate allowance(s) per staff member, at a rate determined by the Secondary Teachers' Collective Agreement.

### Conclusion

Staff should not be expected to fund activities that enhance the education of students at Te Awamutu College.

CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_