

Section	Procurement and Contracts
Contact	Strategic Sourcing Manager
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1. Purpose and Objectives

This Policy outlines the University's requirements for University travel. The objective of this Policy is to facilitate University-required travel that is low-carbon and sustainable while managing costs, risks, safety and maintaining effective business operations and processes.

2. Definitions, Terms, Acronyms

Accommodation	Overnight domestic and international accommodation bookings utilising the University's preferred supplier rates.
AoG	All of Government.
Best Fare of the Day	The most direct and economical airfare available at the time of booking through the University's approved Travel Management Company and systems, whilst also meeting the business requirements of the Massey Traveller.
Class of Travel	Economy Class (Premium Economy / Business Class).
Domestic Travel	All travel within New Zealand.
Dual Purpose Travel	Occurs when a trip includes both a University travel component and a private travel component.
Ground Transport	Massey Fleet vehicles, rental cars, taxis, rail, buses and transfer shuttles.
High Risk Destinations	Countries or regions listed as either 'Reconsider your need to travel', 'Do not travel' or where no travel advice has been issued on the MFAT Safe Traveller website . Other countries or regions may be determined as high risk destinations by the University.
International Travel	All travel outside New Zealand.
Massey Traveller (s)	Any person who travels on approved University business or who travels as an approved representative of the University.
MFAT	Ministry of Foreign Affairs and Trade.

SLT	Senior Leadership Team.
Systems	Orbit World Travel Online Booking Tool.
TMC	Travel Management Company. All University related travel must be booked through the University's Designated Travel Management Company (Orbit World Travel).
University Travel	University travel is an approved journey involving a flight on a commercial aircraft, ground transport, accommodation or vehicle hire, as part of University business activities.
VC	Vice-Chancellor.

3. Policy Scope/Coverage

- This Policy applies to all Massey Travellers.
- Travel is integral to University business and must provide a benefit or add value to the University; noting all Massey Travellers must spend University funds prudently. Approved University travel is based upon a shared understanding between the University and the Massey Traveller, that the purpose of the University travel clearly advances the [Massey University Strategy](#).
- Travel should be planned with a view to making choices that minimise Greenhouse Gases (GHG) emissions.
- When undertaking University travel, Massey Travellers are representing the University and therefore must ensure that their behaviour is at all times appropriate to the purpose of the travel, compliant with local laws and customs and consistent with the [Massey University Policy on Staff Conduct](#) and [Massey University Code of Student Conduct](#). Massey Travellers should be vigilant with their personal safety whilst on University travel and should avoid taking unnecessary risks.
- Massey Travellers will comply with all travel-related duty of care and personal safety requirements as determined necessary by the University.
- The VC acting through the appropriate SLT member may vary or suspend any of the Travel Policy or Procedures at any time to meet any unforeseen event. Such events include issues associated with the Health and Safety of the traveller, financial considerations, and any statutory or regulatory changes or guidelines.

4. Travel Principles

Sustainable and Low Carbon Travel

University travel should be planned to minimise GHG emissions by reducing unnecessary travel, (including by planning travel so that multiple trips between campuses in the same week is avoided where possible) and by shifting mode of transport from higher emitting transport modes (e.g. air, single occupant vehicles) to lower emitting ones (e.g. mass transit, active transport).

Supplier Selection

- University travel must be booked and paid for via the University's approved TMC and systems only, in accordance with the Travel Procedures.
- Massey University are participatory agency to the All of Government (AoG) Agreement for air travel services.
- TMC will in the first instance, endeavour to quote and book airline travel through the preferred carriers who are party to the AoG Agreement. Where the preferred carriers are unable to service the Traveller's requirement or the destination, the TMC will provide alternative carrier/solutions for review and approval.

Travel Approval

- University travel must be approved in advance of the journey taking place and in accordance with the University's delegated financial authorities.
- Massey Travellers must not approve their own University travel or travel expenses. Staff must not be asked to approve University travel or travel expenses for an individual to whom they report.
- Approval of University travel must occur in the shortest timeframe possible to take advantage of advanced purchase pricing.

Domestic Travel

- All domestic travel should be booked in accordance with the University's Travel Procedures.
- For travel within 3 hours driving distance of a University campus, air travel is not normally permitted. Any exemption to this requirement must be approved by the relevant SLT member.
- Massey Travellers are required to use the University's dedicated domestic carrier.

International Travel

- A pre-travel approval application is required, in accordance with the Travel Procedures. (For further details on international travel approval, please refer to the [Guidelines on Research, Teaching, Study and Professional and Organisational Periods/Duties Overseas and in New Zealand](#)).

High Risk Destinations

- Travel to countries with high risk ratings identified on the [MFAT Safe Travel website](#) requires approval from the VC.
- Travel may be considered to countries identified on the MFAT Safe Travel website as being high risk, and are required to be approved by the VC (*or delegate*) at the time of approval to travel. (*Refer to the Travel Procedures for approval process*).

Cost of Travel

- Massey Travellers must select the most direct and economical airfare available at the time of booking (Best Fare of the Day) via the University's approved TMC and systems, whilst also meeting the business requirements of the Traveller.
- If Best Fare of the Day is not selected, the Massey Traveller may be requested to provide the rationale for non-selection along with the cost differential.
- University travel will be booked as early as possible to obtain the most cost-effective rates. *(Please refer to the Travel Procedures for optimum booking times for both domestic and international travel).*
- For dual purpose travel, the private travel component must not be paid for using University funds. In addition, unless specifically provided for in any other University Policies, the University will not fund the travel costs of persons accompanying the Massey Traveller, unless that person is clearly contributing to the University's business.
- All unused reservations relating to business travel must be advised to the TMC to ensure the credit is processed and refunded to the University.

Class of Travel

- Domestic air travel must be booked at Economy Class for all University travel.
- International air travel must be booked at Economy Class except for the following:
 - The Vice-Chancellor or relevant SLT member may authorise Massey Travellers to travel at Premium Economy or Business Class for flights greater than 8 continuous hours.
- Massey Travellers who wish to upgrade air travel to a higher class must do so with their own personal funds or loyalty/frequent flyer points.

Accommodation (Domestic/International)

- Accommodation must be booked in accordance with the University's Travel Procedures via the University's approved TMC.

Ground Transport

- In the first instance, Massey Travellers are to use the University's Fleet vehicles when journey originates from the campus.
- Rental cars, taxis, transfer shuttles, buses and trains must be booked by the TMC in accordance with the University Travel Procedures.

Health, Safety and Wellbeing

- Managers are expected to consider the health, safety and wellbeing of Massey Travellers (and others) at all times and make the appropriate decisions regarding travel. Where driving time and expected work hours exceed 10 hours in one day, alternative arrangements shall be given preference; such as staying overnight, reducing work hours, flying, or sharing the driving with another approved driver.

General Provisions

- Massey Travellers who act outside of this Policy and the associated Travel Procedures will be personally liable for any unauthorised travel costs and may also be subject to disciplinary action.
- All Massey Travellers must adhere to the Travel Policy irrespective of the sources of funding for the travel in accordance with the Travel Procedures.
- The University will only fund travel expenses as per the Travel Procedures.
- Travel insurance is automatically provided by the University and is compulsory for all Massey Travellers travelling overseas on University business.
- Koru Club membership must be approved by the relevant SLT member and arranged through the TMC to ensure the appropriate discounts are applied.

Audience:

All University staff, contractors, students and anyone else whose travel is paid for by the University.

Relevant Legislation:

None.

Related Procedures/Documents:

[Guidelines on Research, Teaching, Study and Professional and Organisational Periods/Duties Overseas and in New Zealand](#)

[Health, Safety and Wellbeing Policy](#)

[Leave Policy and Regulations](#)

[Massey University Strategy](#)

[Massey University Policy on Staff Conduct](#)

[Massey University Code of Student Conduct](#)

[MFAT Safe Travel website](#)

[Procedures for Course Related Student Travel Overseas](#)

[Reimbursement of Expenses Policy](#)

[Sensitive Expenditure and Gifts Policy](#)

[Student Placements or Fieldwork](#)

[Travel Procedures \(Domestic and International\)](#)

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