

TRINITY SCHOOLS TRUST BOARD

The Proprietor of Hadlow School, St Matthew's Collegiate School
and Rathkeale College



TRAVEL DISBURSEMENT POLICY

This policy provides greater clarity on when student travel should be disbursed and how much should be charged. The policy applies from Term 2, 2015.

Trips sheets should be completed by the teacher in charge of the trip and parents should be advised of the estimated cost (if any) in advance of the travel.

Curriculum Related Travel

Travel for activities provided as part of the normal curriculum delivery **must not** be disbursed (ie a compulsory History class trip to a museum or a Biology class trip to Lake Wairarapa). Travel for optional activities to enhance curriculum delivery **can be** disbursed if the travel is outside the Wairarapa (ie an optional trip to the Field Days in Fielding, offered to Agriculture students).

Travel To Destinations Within The Wairarapa

Travel within the "Wairarapa" for cultural, sporting and recreational trips **must not** be disbursed. All such travel is covered by the "Services & Activity Donation" which is charged to all students.

The Wairarapa is defined as the region bordered to the East and South by the sea, to the West by the Tararuas and to the North by an imaginary line from the Manawatu Gorge to Cape Turnagain.

The only local travel which **can be** disbursed is;

- Individually requested transport (ie taxis)
- Student travel to get to school and from school each day (ie bus tickets)

Travel To Destinations Outside The Wairarapa

Where the school pays an external supplier to provide student transport to destinations outside the Wairarapa, students **should be** charged an equal portion of the **GST inclusive** cost of that transport.

Where transport is provided using a school vehicle (eg minibus or school car), disbursement charges per student for transport **should be** based on the following rates;

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| • Masterton to Palmerston North return (200 kms) | \$15.40 per student |
| • Masterton to Wellington return (210 kms) | \$16.20 per student |
| • Masterton to Wanganui return (360 kms) | \$27.70 per student |
| • Masterton to Havelock North return (425 kms) | \$32.70 per student |
| • Masterton to Napier return (460 kms) | \$35.40 per student |
| • Masterton to Taupo return (660 kms) | \$50.80 per student |
| • Masterton to Auckland return (1220 kms) | \$94.00 per student |

These charges are based on the kilometres travelled, at the IRD prescribed mileage rate, split between 10 students. This basis should be applied to calculate the per student cost to other specific destinations not detailed above.

The IRD prescribed rate is available from the IRD website.

For further clarification please contact a member of the school's finance team.