

## MANZ Council Travel Policy

In many instances Council members choose not to claim for travel as a way of giving back to the Montessori community, however it should not be the case that the ability to do this should prevent someone from serving on MANZ Council. To that end, this policy provides a way for those that wish to, to claim for travel expenses.

### Council Duties:

When driving:

1. Less than 20 km, there is no reimbursement.
2. More than 20 km, Council member will be reimbursed at the NZEI rate.
3. Parking at the airport will be reimbursed on presentation of a receipt.

If no other alternative, MANZ will pay for overnight accommodation to attend Council meeting.

*Payments are reimbursed by providing receipts, travel itinerary and banking details to Executive Officer. It will be made on, or before, the 20th of the month following receipt being received.*

### Conference

For Council members attending annual conference MANZ will pay:

- travel,
- accommodation (2 nights), and
- official conference dinner, if held.

Conference registration fee will be paid by each individual.

If a Council member chooses to drive to a MANZ Conference or meeting, travel will be reimbursed at the lesser cost of flying or driving.

*Exception:* The President will have registration for conference paid as well as travel, accommodation and conference dinner, if held.