



Montessori

Aotearoa New Zealand

[Montessori Aotearoa New Zealand Board Travel Policy | Kaupapa here](#) **Hāereere**

In many instances Board 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 Board. To that end, this policy provides a way for those that wish to, to claim for travel expenses.

Board Duties | Takohanga o te kaunihera:

MANZ covers air flights and accommodation to attend Board meetings.

When driving:

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

If there is no other alternative, MANZ will pay for overnight accommodation to attend Board meetings.

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

Conference | Hui taumata

For Board members attending annual conference MANZ will pay:

- travel,
- accommodation (2 nights), and
- Board/Speakers dinner

Conference registration fee will be paid by each individual.

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

If any Board member requires financial assistance to pay conference registration, they can contact the CE or President to discuss.

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

Booking of Flights

All Board members will book their own air flights.

All flights should be booked at least 6 months out from required travel for conference or Board meetings.

Process

1. CE will ask the Board to book their air tickets. These must be booked within the agreed time frame which CE will give.
2. Invoices and flights must be sent to CE. Invoice will be reimbursed inline with the *Expense and Reimbursement Policy*.
3. If flights are not booked within the agreed timeframe, CE will price what the flight would cost. When flights are booked MANZ will reimburse what the cost would have been if booked by the agreed timeframe.
5. If there are reasons or issues regarding booking, the person involved to talk to CE.