

## Clause 34

### 34.0 Travelling and Relieving Allowance

34.1 Employees who are either:

- (a) travelling for approved work-related purposes; or
- (b) performing an approved period of relieving duties which requires them to stay at a location other than their normal place of residence for more than 14 consecutive nights may claim the following allowance/reimbursements:

Expense	Where the employee is travelling and not staying privately	Where the employee is travelling and is staying privately
Accommodation	Reimbursement of costs on an actual and reasonable basis may be claimed (receipts required)	\$65.00 per day or part day (providing the RMO is away at least one night)
Meals and incidentals	\$65.00 per full 24-hour period spent in travelling, or part day of over 10 hours; or \$30.00 for a period of up to 10 hours; <b>Except</b> costs on an actual and reasonable basis must be claimed where the accommodation tariff includes some or all meals.	

34.2 In exceptional situations where the allowance for meals will not cover reasonable costs employees may claim an actual and reasonable refund of meal costs (on production of receipts).

34.3 Employees receiving the relieving duty allowance are to avoid staying at expensive hotels and make every effort to obtain accommodation elsewhere. Employees will be allowed a reasonable period to find cheaper accommodation. Hotel expenses are not to be paid for more than one month other than in exceptional circumstances.

## Overview – Application

### Travelling Allowance

RMOs are eligible to claim the travel allowances under clause 34.0 when they are travelling for approved work related purposes. Allowances under this provision are not related to travel associated with a course or a conference that are being claimed under clause 8.0 Conference Leave or clause 10.0 Employment Related Expenses.

Actual and reasonable costs will be reimbursed for accommodation where the RMO is travelling and not staying privately (receipts must be provided). Where the RMO is travelling and staying privately \$65.00 per day or part day (providing the RMO is away at least one night) will be reimbursed (no receipts required).

Where the RMO is travelling and not staying privately they can claim \$65.00 per day or part day of over 10 hours for meals and incidentals. Where the part day is 10 hours or less, they can claim \$30.00 for meals and incidentals. Where the accommodation tariff includes some or all meals, costs on an actual and reasonable basis must be claimed in lieu of the meal allowance. In exceptional situations where the allowance for meals will not cover reasonable costs employees may claim an actual and reasonable refund of meal costs (on production of receipts).

### Relieving Allowance

RMOs are eligible to claim the relieving allowances under clause 34.0 where they are undertaking an approved period of relieving duties which requires them to stay for a period of more than 14 consecutive nights at a location other than their normal place of residence.

Actual and reasonable costs will be reimbursed for accommodation where the RMO is not staying privately (receipts must be provided). Where the RMO is staying privately up to \$65.00 per day or part day (providing the RMO is away at least one night) will be reimbursed (no receipts required).

Where the RMO is travelling for relieving duties and not staying privately they can claim \$65.00 per day or part day of over 10 hours for meals and incidentals. Where the part day is 10 hours or less, they can claim \$30.00 for meals and incidentals.

RMOs receiving a relieving duty allowance are to avoid staying at expensive hotels and make every effort to obtain board and lodgings elsewhere. RMOs will be allowed a reasonable period to find cheaper accommodation. Hotel expenses are not to be paid for more than one month other than in exceptional circumstances.

## Frequently Asked Questions (FAQs)

1. Can I claim travelling allowance under clause 34 when I am on a conference or course?
  - Where reimbursement for the cost of a conference has been claimed under clause 8.0 Conference Leave or clause 10.8.1 as part of your CME provision, this includes associated travel related expenses as part of that provision.
  - Where reimbursement for the cost of a course has been claimed under clause 10.6 or 10.8 of Employment Related Expenses, this includes associated travel related expenses as part of that provision.
  - You can-not claim expenses under clause 34 where travel related expenses apply under clause 8.0 or clause 10.0.
2. What is deemed to be reasonable in terms of accommodation costs?
  - Please refer to clause 10 Employment Related Expenses in the Manual which provides guidelines around what is deemed to be reasonable in terms of accommodation costs.
3. Do I need to provide receipts when I am travelling and not staying privately?
  - Yes you will need to provide receipts for accommodation expenses. This may also include meal costs where some or all of the meals are provided as part of the accommodation tariff, or in exceptional circumstances where the allowance for meals will not cover reasonable costs.
4. Can I claim relieving allowances where I am undertaking relieving duties but do not need to stay at a location other than my normal residence?
  - No, you need to be staying away from your normal place of residence to be eligible for relieving allowance.
5. Can I claim relieving allowances where I am undertaking relieving duties for less than 14 days and am staying away from my normal place of residence?
  - No, you need to be on relieving duties for a period of more than 14 consecutive nights to be eligible for the relieving allowance.
  - You would however be eligible to claim travelling allowances as set out in clause 34 Travelling Allowance in the Manual.
6. Do I need to provide receipts when I am on relieving duties and not staying privately?
  - Yes you will need to provide receipts for accommodation expenses. This may also include meal costs where some or all of the meals are provided as part of the accommodation tariff, or in exceptional circumstances where the allowance for meals will not cover reasonable costs.

## Scenarios

### Scenario 1 – Travelling for work related purposes and is not staying privately

The RMO travels after work on day 1 and returns in the evening of day 2. Accommodation tariff does not include meals.

Day #	Accommodation	Meals and Incidentals
1	Actual and reasonable accommodation costs (receipts required)	\$30.00
2	No accommodation	\$65.00

### Scenario 2 – Travelling for work related purposes and staying privately

The RMO travels after work on day 1 and returns in the evening of day 2.

Day #	Accommodation	Meals and Incidentals
1	Staying privately	\$30.00
2	No accommodation	\$65.00

### Scenario 3 – Travelling for work related purposes and is not staying privately

The RMO travels in the morning of day 1 and returns in the morning of day 4. Accommodation tariff includes breakfast.

Day #	Accommodation	Meals and Incidentals
1	Actual and reasonable accommodation costs (receipts required)	Actual and reasonable costs (Dinner only)
2	Actual and reasonable accommodation costs (receipts required)	Actual and reasonable costs (Dinner only)
3	Actual and reasonable accommodation costs (receipts required)	Actual and reasonable costs (Dinner only)
4	No accommodation	\$30.00

### Scenario 4 – Travelling for work related purposes and staying privately

The RMO travels in the morning of day 1 and returns in the morning of day 4.

Day #	Accommodation	Meals and Incidentals
1	Staying privately	\$65.00
2	Staying privately	\$65.00
3	Staying privately	\$65.00
4	No accommodation	\$30.00

### Scenario 5 – Travelling for relieving duties and is not staying privately

The RMO is undertaking relieving duties for 18 days. Accommodation tariff does not include meals.

Days	Accommodation	Meals and Incidentals
18	Actual and reasonable accommodation costs (receipts required)	\$1,170.00 (\$65.00 @ 18 days)

### Scenario 6 – Travelling for relieving duties and staying privately

The RMO is undertaking relieving duties for 15 days.

Days	Accommodation	Meals and Incidentals
15	Staying privately	\$975.00 (\$65.00 @ 15 days)

## Comparison STONZ and NZRDA CAs

There are no differences between the STONZ CA and the NZRDA CA.