

**Ministry for Primary Industries Verification Services  
and Professional Verifiers Institute Library Resource**

**TRAVEL ON MPI BUSINESS**

**A) Essence:**

"The essence of Travel on MPI Business acknowledges that on the occasions the verifier is required to travel away from home for periods of time to undertake their full duties, they should neither be personally out of pocket nor financially advantaged for undertaking their duties while traveling on MPI business. These provisions consider the convenience, practicalities and fairness of applying either actual and reasonable reimbursement of expenses or a daily travel expense allowance for the specific occasion of travel on MPI business. "

**B) Principles:**

1. There are occasions in which the verifier is required to travel away from home for periods of time to undertake their full duties on behalf of the organisation. In the case of a relieving or circuit verifier such periods are a regular requirement of their core work.
2. Travelling away from home for a period of time, either within the same day, where it is not practicable for the employee to provide for themselves, or for periods overnight, incurs additional expenses that would not otherwise have been incurred had the verifier remained at their home location, such as accommodation, transport, meals and parking fees.
3. Consideration shall be given to the level of convenience, practicality and fairness as to whether either actual and reasonable reimbursement of expenses or a daily travel expense allowance shall be provided for the specific occasion of travel on MPI business.
4. In the case of Relieving and Circuit Verifiers consideration will be given to the option(s) that practicably minimise charges to the operators.

**C) Application to the CEA:**

Related Employment agreement clauses: 32: Fares and Travelling time: Employees travelling away from their usual place of employment; 33: Motor Vehicle/transport Assistance Allowance; 34: Out of Pocket Expenses; 36: Travelling/Relieving Provisions.

**1) Definitions**

- a) Actual and reasonable reimbursement of expenses means expenses which are incurred while on MPI business, appropriate in the circumstances, and within prudent judgment.
- b) Travel on authorised MPI/ business means the period (including the same day) for which the verifier is engaged in and undertaking their duties on behalf of MPI, away from their home locality i.e. the locality in which the verifier normally undertakes their duties, and travel within the locality to undertake their duties, or an area agreed as their 'home' locality.

2) The application of Actual and Reasonable reimbursement of expenses is the normal expectation and requires receipts of expenses for amounts in excess of \$10.

- a) An incidentals allowance of \$15 per day or part of a day will continue to be payable for time away from home location on authorised MPI business for periods of 24 hours or greater.
- b) In most circumstances, meal and other expenses will be reimbursed on an actual and reasonable basis.

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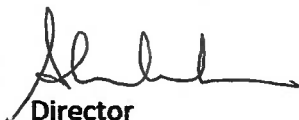
- c) Where work site location, hours of work arrangements or special circumstances mean that the verifier does not have reasonable access to purchase prepared meals at convenient and necessary times, or it is impractical to do so then they may:
- Purchase grocery food items on an actual and reasonable basis to cover the period of their travel away; or
  - Receive a daily travel allowance and incidentals allowance on a situation specific basis agreed prior to the travel. Rates will be considered and agreed between Verification Services and individual verifier.
- d) The application of Actual and Reasonable applies to the actual cost of:  
Accommodation, meals and beverages, (excluding alcohol), food groceries items in lieu of Ready-to-Eat meals and beverages, for the duration of travel, parking at place of accommodation and on route, mileage at the established reimbursable rate (as below)
- The cost of a rental vehicle if it is a reasonable alternative means of transportation under the circumstances.
  - The cost of parking for a personal or rental vehicle if necessary and required.
  - The cost of taxi cabs or public transportation where reasonable under the circumstances.
- e) Where a verifier is staying privately, they may claim actual and reasonable expenses related to the purchases of meals and a maximum \$50 gift per day for a host family may be paid in lieu of accommodation.

3) Motor Vehicle Allowance shall apply where a verifier has been approved to use their private vehicle for authorised MPI business and duties they shall be reimbursed up to the rates approved as reasonable by the IRD

**4) Use of MPI Credit Card**

Where verifiers are required to travel on MPI business on a regular basis (such as circuit verifiers and relievers), an MPI credit card will be issued to be used on such occasions.

Signed:



Director  
MPI Verification Services



Director  
Human Resources



President  
Professional Verifiers Institute

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