

# NZLA Travel Policy



## **Rationale:**

The nature of the association and the geographical layout of New Zealand mean that travel is a major expense for NZLA.

## **Purpose:**

- To ensure all executive members are able to attend executive meetings, NZLA conferences and the annual meeting.
- To ensure that NZLA is represented at the appropriate national and international meetings.
- To ensure that travel costs are kept to a minimum.

## **Guidelines:**

1. Local councils are responsible for organising and paying travel and accommodation for **Delegates and Observers** to the Annual Meeting. Councils are expected to be fiscally responsible when arranging travel.
2. Equalization – Total travel costs for Delegates to Annual Meeting will be equalized across ALL attending councils. Flights for delegates must be booked by 31 March each year to qualify for equalisation.
3. The executive members will be funded by the national body to attend the Annual Meeting, New Zealand Literacy Association conference and any executive meetings held throughout the year.
4. The president, and past president or president elect, or a designee, in consultation with the executive, will be funded (travel, meals, registration and accommodation) to attend the annual ALEA conference.
5. The president, as president elect or as actual president, in consultation with the executive, will be funded (travel, registration and accommodation) to attend the International Literacy Association conference once during their term. They will submit a proposal in to present a workshop at the ILA conference.
6. Forum Editor and ICT Coordinator will be funded by NZLA to attend Annual Meeting and the NZLA conference.
7. The national executive will fund travel for delegates where the local council can show they are not in a financial position to do this for themselves. Councils would have to make approaches to the national executive before the Annual Meeting.
8. Where a NZLA member serves on an International Literacy Association (ILA) committee travel costs and accommodation will be covered to attend, and report to, the NZLA annual meeting.
9. Each attendee at NZLA Leadership workshops, staying in paid motel/hotel accommodation, will be offered a \$75 cash contribution to assist with accommodation costs.

**Reviewed June 2019**

**Next review June 2022**