

## STAFF TRAVEL & ACCOMMODATION

### POLICY STATEMENT

Bay of Plenty District Health Board (BOPDHB) managers and employees will manage all work related travel in an efficient and cost effective manner in accordance with the principles and procedures outlined in this policy.

### PURPOSE

To specify the procedures for BOPDHB employees travelling on work-related business.

### EXCLUSIONS

Staff travel and expenditure that is met by a third party.

### REFERENCES

- [Office of Controller and Auditor General. Controlling Sensitive Expenditure: Guidelines for public entities. February 2007](#)

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.3.3 protocol 1 Staff Travel & Accommodation - Standards
- Bay of Plenty District Health Board policy 3.1.1 Delegations
- Bay of Plenty District Health Board policy 2.3.6 protocol 1 Expense Claims – Employees
- Bay of Plenty District Health Board Travel and Accommodation Request Form

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