
Academic Leave Allowances Policy

Finance Policy Group

1 Purpose

Academic staff are eligible for academic leave allowances, as provided in the Victoria University of Wellington (VUW) [Academic Staff Collective Agreement](#). The purpose of this policy is to set out the rules that apply to the expenditure of academic leave allowances.

2 Organisational Scope

This is a University-wide policy and shall apply to all employees in the University.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic Leave:	Approved academic leave including only Research and Study Leave, Overseas Conference Leave, New Zealand Conference Leave, and Academic Exchange Leave.
Academic Leave Allowance (ALA):	A financial contribution towards expenses incurred by an employee while on Academic Leave.
Recipient:	A recipient of an ALA.

4 Policy Content and Guidelines

4.1 Academic Leave Allowances

An ALA is payable in the following forms:

- A travel and sustenance allowance for Research and Study Leave;
- A travel allowance for Overseas and New Zealand Conference Leave;
- A *per diem* allowance for Overseas and New Zealand Conference Leave;
- A conference fee for an Overseas or New Zealand conference; and
- An allowance to undertake an Academic Exchange Leave programme.

4.2 Expenditure of an Academic Leave Allowance

- It is University policy to reimburse staff for ordinary, necessary and reasonable work related expenses. An ALA must be used only for expenses which are directly related to the Recipient's approved academic leave programme. These may include:

- The Recipient's travel and accommodation costs (subject to Victoria's [Travel and Expenses Policy](#));

- (ii) Meals and transportation costs;
- (iii) Expenses incurred in the preparation and completion of the Recipient's research and publications; and
- (iv) Equipment and materials used or consumed in the performance of the Recipient's research.

Note: Any such equipment and materials is the property of Victoria University of Wellington. To qualify for tax purposes as valid research costs, such capital expenditures must be recorded in the relevant Asset Register.

- (b) Staff are expected to exercise prudent judgement in the expenditure of an ALA and comply with the [Gift and Koha Policy](#) and the [Sensitive Expenditure Policy](#). The following are examples of use that is considered unacceptable:
 - (i) Expenditure on companions or family members travelling with the recipient;
 - (ii) Costs associated with a private travel component of the academic leave (e.g. an "add on" to a conference);
 - (iii) Upgrades to business class travel or airline club membership fees or similar (the [Travel and Expenses Policy](#) applies);
 - (iv) Personal costs associated with being on leave, such as care for children or pets;
 - (v) Recreational activities such as sightseeing tours, cinema, theatre, in-room movies, and sporting and cultural events;
 - (vi) Personal services and items, such as general medical and dental care (where not provided for by the University's travel insurance), laundry and toiletries; and
 - (vii) Any other expenditure that the University would not reasonably be expected to incur on the recipient's behalf.

4.3 Method of Expenditure for Academic Leave Allowances

4.3.1 Procurement Tools

An ALA may only be spent using the University's approved procurement tools, which are in order of preference:

- (i) Oracle iProcurement and the Victoria University Purchasing Card (including the Purchasing Card 'cash-out' facility with prior authorisation);
- (ii) Direct invoice by approved suppliers;
- (iii) Staff reimbursement claim; and
- (iv) Cash Advance, which will only be approved in exceptional circumstances by the Manager, Financial Operations.

4.3.2 Supporting Documentation

- (a) In accordance with New Zealand taxation legislation, all expenditure must be supported by an original itemised invoice or receipt. A GST invoice is also required for all expenditure within New Zealand, if the vendor is GST registered.
- (b) Where an itemised invoice or receipt is not available from the vendor or vending machine, the Recipient must record the details of the transaction in a log which may then be used as the supporting documentation, and submitted to Finance via the process relevant to the procurement tool used for the transaction.

4.4 Compliance

- (a) Full compliance with this policy is required. A breach of this policy may constitute misconduct or, depending on the circumstances, serious misconduct under the [Conduct Policy](#). In addition to any disciplinary action taken under that policy, Victoria University may:
- (i) seek reimbursement directly from the employee;
 - (ii) transfer any tax liability arising from the transaction directly to the employee in their private capacity; or
 - (iii) decline the request to use the University's funds to meet the expenditure.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

6 References

[Conduct Policy](#)

[Gift and Koha Policy](#)

[Financial Delegated Authorities Statute](#)

[Financial Delegated Authorities Policy](#)

[Report of the Controller and Auditor General: Controlling sensitive expenditure: Guidelines for public entities](#)

[Sensitive Expenditure Policy](#)

[Travel and Expenses Policy](#)

Victoria University of Wellington Academic Staff Collective Agreement (available through [MyVictoria](#) intranet)

Previous version: [Academic Leave Allowances Policy](#)

7 Appendices

None

8 Approval Agency

Vice Chancellor

9 Policy Sponsor

Chief Financial Officer

10 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Manager, Financial Operations

Ext. 5910