
Academic Leave Allowances Policy

1. Purpose

The purpose of this Policy is to set out the rules that apply to the expenditure of academic leave allowances at Te Herenga Waka – Victoria University of Wellington (the University).

2. Application of Policy

This Policy applies to eligible staff members as provided under the terms of the University's [Academic Staff Collective Agreement](#).

Policy Content

3. Academic Leave Allowances

3.1 An Academic Leave Allowance (ALA) is payable in the following forms:

- (a) A travel and sustenance allowance for Research and Study Leave;
- (b) A travel allowance for Overseas and New Zealand Conference Leave;
- (c) A per diem allowance for Overseas and New Zealand Conference Leave;
- (d) A conference fee for an Overseas or New Zealand conference; and
- (e) An allowance to undertake an Academic Exchange Leave programme.

3.2 Expenditure of an Academic Leave Allowance

- (a) 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. This includes –
 - (i) Travel and accommodation costs (subject to the University's Travel and Expenses Policy);
 - (ii) Meals and transportation costs;
 - (iii) Expenses incurred in the preparation and completion of research and publications; and
 - (iv) Equipment and materials used or consumed in the performance of research.

Note: Any such equipment and materials are the property of the University. 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. Method of Expenditure for Academic Leave Allowances

Procurement Tools

- 4.1 An ALA may only be spent using the University's approved procurement tools, which are in order of preference:
- (a) Oracle Procurement and the Victoria University Purchasing Card (including the Purchasing Card 'cash-out' facility with prior authorisation);
 - (b) Direct invoice by approved suppliers;
 - (c) Staff reimbursement claim; and
 - (d) Cash advance, which will only be approved in exceptional circumstances by the Associate Director, Financial Operations.

Supporting Documentation

- 4.2 In accordance with New Zealand taxation legislation, all expenditures must be supported by an original itemised invoice or receipt. A GST invoice is also required for all expenditures within New Zealand, if the vendor is GST registered.
- 4.3 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:

Compliance

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

5. Definitions

In this Policy, unless the context otherwise requires:

Academic Leave refers to approved academic leave, including Research and Study Leave, Overseas Conference Leave, New Zealand Conference Leave, and Academic Exchange Leave.

Academic Leave Allowance (ALA)	means a financial contribution towards expenses incurred by an employee while on Academic Leave.
Recipient	means a recipient of an ALA.

Related Documents and Information

6. Related Documents

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)

[Gift and Koha Policy](#)
[Delegations Statute](#)
[Sensitive Expenditure Policy](#)
[Staff Conduct Policy](#)
[Travel and Expenses Policy](#)
[Victoria University of Wellington Academic Staff Collective Agreement](#)

[Office of the Auditor-General New Zealand – Controlling sensitive expenditure: Guidelines for public entities](#)

7. Document Management and Control

Approver	Vice-Chancellor
Last Modified	7 February 2023
Sponsor	Iho Tātai Pūtea – Chief Financial Officer
Policy Owner	Associate Director, Financial Operations