

WULSA BYLAW – TRAVEL POLICY



Enacted 30 July 2018

*Drafted by Stephen Drysdale
Refer to appendix for amendments*

This bylaw is created under the power conferred upon the WULSA Committee under clause 37 of the WULSA Constitution, and is subject to the WULSA Constitution.

1 Purpose

- (1) The purpose of this bylaw is:
 - (a) to provide clear rules regarding travel reimbursement and for which purposes such reimbursement may be authorised;
 - (b) to recognise that travel is an important aspect in the ongoing management of the Association; and
 - (c) to ensure the Association remains financially-stable and it not unduly burdened by exorbitant travel reimbursements.

2 Authorised Travel Purposes

- (1) The following purposes are deemed to be authorised travel purposes and may be reimbursed at the rates prescribed in rule 3 without approval by the Committee:
 - (a) travel for the purposes of obtaining sponsorship for the Association;
 - (b) travel for the purposes of attending meetings of the NZLSA, specifically:
 - (i) for the President to discharge their obligations to the NZLSA and represent the Association as a member of its Council;
 - (ii) for Committee Members who are invited to attend any prescribed sub-committee of the NZLSA;
 - (c) travel for the purposes of attending the Annual Conference and Annual General Meeting of the NZLSA, specifically:
 - (i) for the President to discharge their obligations to the NZLSA and represent the Association as a member of its Council; and
 - (ii) for the newly-elected President to be inducted onto the NZLSA Council.
- (2) For the avoidance of doubt, nothing in this rule authorises travel reimbursement for the purposes of attending the ALSA Conference.

3 Travel Reimbursement

- (1) Travel to Auckland will be reimbursed at a rate of 20c/km for travel via a personal vehicle, in addition to any parking costs incurred up to the value of \$30.00.
 - (a) Where a Committee Member has elected to use a travel company, reimbursement will be at the value of the actual costs incurred, up to the value of \$50.00.
- (2) Travel to Christchurch, Dunedin or Wellington will be reimbursed to the value of the actual costs incurred, up to the value of \$250.00.
 - (a) Despite sub-rule (2), reimbursement may exceed \$250.00 in situations where there are no cheaper alternatives, and a motion must be made by the Committee to authorise reimbursement for the next cheapest alternative.
 - (b) For the avoidance of doubt, convenience to the Committee Member travelling is not a relevant consideration.
- (3) Where reimbursement value is based on actual cost, evidence of that cost must be furnished before reimbursement can be processed.

4 Financial Considerations

- (1) The most cost-effective travel option should be sought whenever possible.
- (2) Where the Association's financial position would be compromised by the reimbursement sought, the Committee Member seeking reimbursement must either:
 - (a) obtain external funding;
 - (b) wait until such time that the Association would not be compromised;
 - (c) cover the cost personally; or
 - (d) not incur that cost.
- (3) Sub-rule (2) does not apply to travel to the Annual General Meeting of the NZLSA.
 - (a) For the avoidance of doubt, reference to the Annual General Meeting does not include the Annual Conference of the NZLSA.

5 Interpretation

- (1) "ALSA Conference" means the Annual Conference of the Australian Law Students' Association.
- (2) "Association" means the Waikato University Law Students' Association (Incorporated).
- (3) "NZLSA" means the New Zealand Law Students' Association.
- (4) "Travel" means a return journey.

Appendix - Amendments