

GPI: BUSINESS TRAVEL PACKAGE

Policy Number: 013

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Signed:
Policy and Procedures Portfolio Holder

Policy Name: GPI Business Travel Package

Policy Number: GPI 014

Rationale:

To provide a standard travel package that will support GPI employees travelling on GPI business to cover both their travel expenses and their local commitments.

- GPI employees are entitled to collect full wages for only the job they are travelling for, for the entire duration of time away.
- No income from other jobs held will be paid to the traveller while he/she is not on island unless they attend courses relevant to their GPI positions. Approval from Council should be sought prior to course commencement. During the course attendance/ examination period they will be paid their GPI salary for the position relevant to the course.
- Transport to and from the destination is covered by GPI.
- Accommodation and expenses are fully covered for attendance at the event.
- If staying with relatives/friends offer \$20 per day to host family.
- Expenses allowance of \$20 per day to be paid to the traveller.
- Defer all loan repayments and bill payments while away.
- If no friends or relatives are available then GPI pays \$40 per day to the traveller while away.
- The traveller returns to Pitcairn at the first available opportunity otherwise all travel allowances excluding the return trip home cease.

This Policy is approved by:

Date:

This Policy is effective as of:

Date: 13th January 2010

Approved Review Date:

Date 12th January 2011