



29 May 2026

S9(2)(a)

Official information request relating to other benefits received by Board members

I refer to the part six of your official information request that was transferred to Education New Zealand Manapou ki te Ao (ENZ) by the Ministry of Education on 26 May 2026. Part six was:

Besides meeting fees, do they [Board members] receive any other benefits, such as expense reimbursement (If so, may I request to view your expense reimbursement policy in relation to your board member), a laptop, ID card, phone, or similar provisions?

Board members can receive expense reimbursements under ENZ's Travel Policy (attached as Annex A) and can seek support for professional development under ENZ's Board Professional Development Policy (attached as Annex B).

ENZ Board members do not receive any other benefits.

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at <https://www.enz.govt.nz/about-enz/official-information-act-requests>, with your personal information removed.

Yours sincerely,

Di Solomon

Director Government Relations & Communications

Travel Policy

Policy owner: Group General Manager Strategy, Capability and Performance

Policy approved by: ENZ Board on 14 June 2023

Policy applies from: 1 July 2023 to 30 June 2026

Revision date: July 2025

Next review due: 30 June 2026

Applies to: Staff, Contractors, and Board members

Purpose

To set out ENZ's business related travel policy.

Scope

In general, this policy is in respect of business travel by an employee. However, this policy should also be applied, where practicable and applicable, in situations where ENZ are paying for individuals to travel on our behalf.

Background

ENZ's purpose is to take New Zealand's education experiences to the world for enduring economic, social, and cultural benefits. ENZ operations are conducted across the globe, with staff based in New Zealand and overseas. In order to meet ENZ's goals and carry out its work ENZ employees are often required to travel, sometimes extensively, in New Zealand and across the world.

Sensitive Expenditure

Any expenditure on travel, no matter how small, is sensitive and must be treated accordingly. As such, spend on travel must be properly authorised and the reasons for the expenditure fully documented. The reasons for this type of spend must be able to withstand public and Parliamentary scrutiny.

Definitions

For the purposes of this policy:

- an 'Employee' is a permanent, fixed-term or casual member of staff, Board member, contractor or secondee.
- travel between the employee's home and their normal place of work is not regarded as 'business related travel'. It is therefore excluded from the provisions of this policy unless expressly stated otherwise.

General Guidance

As a general principle, all travel and travel related costs must have one-up approval, e.g. ENZ Board Chair for Chief Executive, Chief Executive for Group General Managers, Group General Managers for Directors and Regional Directors, Directors for Managers etc.

All travel must be pre-approved by the line manager (one-up approval), e.g. Group General Manager International for Regional Directors, Regional Directors for offshore staff in that region or by the Group General Manager for Directors or employee's Director for New Zealand based staff.

For New Zealand based employees travel bookings are made in the Orbit Travel booking tool and authorised by your Group General Manager

For International based employees travel bookings are made either through a local travel agency, NZTE, MFAT or corporate credit card.

When booking travel through Orbit, itineraries will automatically be fed through to Healix. Healix Travel Oracle is an important safety tool for all ENZ staff as it provides updates about emergency situations as they arise. When staff are travelling for work, whether domestically or internationally, it is important they turn on their Healix Travel Oracle App GPS tracker, so if they do get into trouble, assistance can easily be provided. ENZ has a duty of care to know where staff are. If Staff do not have their GPS tracker on, then assistance cannot be provided in an emergency situation. Refer to Appendix 1 for ENZ expectations on the use of the Healix Travel Oracle App.

Where possible and whenever practical when considering the need to travel, there should be initial consideration of technology-enabled solutions as opposed to travel in person.

When there are two or more ENZ staff are having meals together whilst travelling, the most ENZ senior employee must pay the cost of the meal.
We will not pay for alcohol or minibar costs (with the exception of water) as part of travel related costs.

ENZ will not pay for parking, traffic or any other vehicle related fines incurred by an employee whilst driving on ENZ business.

Travel by an employee's family members or other companions will not be paid for by ENZ. It is therefore excluded from the provisions of this policy unless otherwise stated or superseded by the provisions of the employee's employment contract (see 'Personal or Companion Travel' below).

ENZ will reimburse costs associated with business related travel when there are itemised tax invoices/receipts, clear description of business purpose and attendees are provided in a timely manner - in English or Te Reo Maori.

Dollar Values

All Dollar amounts stated in this policy are inclusive of GST or the local taxes applicable outside of New Zealand.

Approvals

New Zealand based employees

Travel within New Zealand (domestic)

- All travel must be pre-approved in writing by your line manager.
- Travel bookings made on the Orbit booking tool and approved by your Group General Manager.
- Note the ENZ Board Chair approves the Board members travel. The Chair of the Audit and Risk Committee approves the Board Chair's travel. All travel must be pre-approved in writing.

Travel outside New Zealand (international)

- Consultation with the Group General Manager International and Sector Engagement and Regional Director for the region you are travelling to.
- All travel must be pre-approved in writing by your line manager using the International Travel Approval Form and travel bookings made on the Orbit booking tool. NB travel quotes to be provided via the Orbit booking tool or directly via Orbit Travel
- Travel approval is given by the Chief Executive jointly with the Group General Manager Strategy, Capability and Performance

International based employees

Travel within an employees's global region (domestic)

- All travel must be pre-approved in writing (in consultation with your Regional Director) by Group General Manager International and Sector Engagement
- Travel bookings are made either through a local travel agency, NZTE, MFAT or corporate credit card.

Travel outside of an employee's global region (international)

- Consultation with the Group General Manager International and Sector Engagement and Regional Director for the region you are travelling to.
- All travel must be pre-approved in writing by your Regional Director using the International Travel Approval Form
- Travel approval is given by the Chief Executive jointly with the Group General Manager International and Sector Engagement

Note – approvals/form should be saved in IPU under [Saved a travel request and itinerary](#) for reporting purposes such as annual review and audit purposes.

Orbit Bookings

Orbit Travel is ENZ's corporate travel agent.

- To obtain an Orbit booking tool log in, contact the ICT and Property Specialist
- To make travel bookings directly with Orbit Travel
 - Travel within New Zealand email: domestic.booking@orbitwellington.com
 - Travel outside New Zealand email: international.booking@orbitwellington.com

Getting There

Flights

Economy class will be used for any flight of less than five hours. Premium economy may be used for flights that are greater than five hours duration.

Premium economy class, also known as elite economy class or economy plus class, is a travel class offered on some airlines. Higher classes of flight travel will only be approved in exceptional circumstances by the Chief Executive and the Group General Manager Strategy, Capability and Performance jointly.

Higher classes of flight travel will only be used for flights that are greater than five hours duration when premium economy class or equivalent is unavailable on the route and only in exceptional circumstances with pre-approval from the Chief Executive and Group General Manager Strategy, Capability and Performance (NB such approval will only be given for the purchase of a ticket. It will not allow an employee to purchase multiple tickets of a lower class to enable companion travel).

ENZ will, wherever possible or practicable, book flights well in advance of travel, in order to obtain the best prices.

ENZ will only pay for the cost of flight changes when ENZ has made the request or where there are reasonable grounds for change.

ENZ will pay for all flight related taxes and duties for business related travel.

If the actual cost of travel exceeds the pre-approved amount by 5% or more then the responsible staff member will provide an explanation and seek retrospective approval from the Group General Manager Strategy, Capability and Performance and Chief Executive.

ENZ will not hire charter air travel unless there are exceptional and extenuating circumstances and prior written approval has been given by the Chief Executive.

Rental cars

Wherever possible and whenever practical (see note 1 below), a rental car will be the first choice of transport where the cost is estimated to be lower than that of air travel, taxi, or private vehicle.

ENZ will hire vehicles that are both economical and appropriate for the purpose, considering the nature of travel, length of journey, number of passengers (if any) and size of any equipment or materials to be transported.

Rental vehicles hired for business use will not be used for personal travel, unless there are extenuating and exceptional circumstances, prior approval is given by a member of the Senior Leadership Team and there is no additional cost to ENZ.

Note 1. Practicalities include the level of travel required to pick-up and/or drop-off a rental car. Where there is significant travel involved in collecting the rental car, employees should consider using an alternative method of transport for their main journey.

Note 2. ENZ's standard travel insurance does not extend to rental cars. Insurance must be purchased from the rental car agency on each occasion a car is hired.

Taxis

Taxis will only be used where the cost is reasonable and justifiable.

Taxis will not be used for 'walking distance' journeys unless there are extenuating circumstances such as mobility issues, need to transport bulky or heavy materials or equipment etc.

Public transport

ENZ will reimburse actual and reasonable costs of business-related travel by public transport, when supporting evidence is supplied.

Private vehicles

Using a private vehicle for ENZ business is generally discouraged because:

- ENZ's travel insurance does not cover 'business use' of private motor vehicles
- the employee's private motor vehicle insurance might not cover 'business use'
- there are other more cost-effective methods of transport.

Use of a private vehicle for business travel is to be pre-approved by your Group General Manager, once ENZ are satisfied that the vehicle to be used meets the criteria set out in the *Safe Driving Policy*.

Use of a private vehicle is limited to any total journey under 200km in any twenty-four-hour period unless there are extenuating circumstances (e.g. mobility issues) and pre-approval is given by the employee's line manager. In exceptional circumstances the Chief Executive or your Group General Manager may approve journeys of a greater distance.

Where a private vehicle is used on ENZ business, ENZ will reimburse motor vehicle usage at the prevailing mileage rate set by Inland Revenue for reimbursing employees subject to all of the following conditions being met:

- the cost of the journey is less than the estimated cost of hiring a rental vehicle plus fuel costs for the period of travel being undertaken and
- the total journey does not go beyond 200km in any twenty-four-hour period and
- the employee has not claimed for more than 5,000km of usage in the current financial year.

Where one or more of the above conditions is not met ENZ will reimburse actual fuel costs, when supported by itemised receipts.

ENZ will not contribute to any costs associated with accidents where the employee was at fault.

Parking

ENZ will reimburse actual and reasonable parking costs, when supported by itemised receipts.

Staying There

Accommodation

ENZ will book accommodation:

- at a cost that is reasonable and justifiable
- that considers the need to ensure that employees are housed in accommodation
- that meets ENZ's health and safety requirements whilst travelling abroad.

Staying privately

Requests from an employee to stay with friends or relatives, whilst on ENZ related business travel, will be considered on a case-by-case basis by the employee's line manager. ENZ may contribute up to NZ\$50 per night to the household expenses of the friend or relative. ENZ will not contribute to other costs such as gifts, dining out etc.

Meals

ENZ will reimburse:

- Actual and reasonable meal expenses (breakfast, lunch, dinner) for employees who are required to travel overnight or away from home for multiple nights. ENZ will not reimburse alcohol purchases. As a guide, up to NZ\$25 for breakfast and lunch and up to NZ\$50 for dinner is considered reasonable.
- Actual and reasonable lunch expenses up to a maximum of NZ\$25 will be reimburse for employees away on business from their usual workplace for the day, but only where lunch has not been provided by the host. ENZ will not reimburse alcohol purchases.

Costs will only be reimbursed when supported by itemised tax invoices/receipts, clear description of the business purpose and attendees.

When there are two or more ENZ staff are having meal together whilst travelling, the most ENZ senior employee must pay the cost of the meal. There are exceptions where there are events, all of sector meetings, ministerial missions where for practical reasons the most senior person is unable to pay for meals, catering, deposits for group meals. In this instance, when claiming the expense it should be made clear who attended the meal and why the senior person did not pay.

ENZ employee cannot approve their own meal expenditure. If someone is part of the meal, they should not approve that expenditure. The approval must go up to their direct manager or to the most senior employee's manager.

Travel Incidentals

Tipping

ENZ will reimburse a tip of up to 10% of the cost of a meal, or the local norm in countries (for example North America where the norm is 18% and the lowest acceptable is 15%) where tipping is customary. ENZ will not reimburse tips paid in New Zealand.

Private phone calls and internet access fees

ENZ will reimburse the actual and reasonable cost of private phone calls for employees who are required to travel overnight and/or are away from home for multiple nights up to a maximum of:

- NZ\$10 per day where the travel is within the country of their normal place of work
- NZ\$20 per day where the travel is outside of the country of their normal place of work

ENZ will reimburse the cost of internet fees for employees to access work emails, when they are travelling on business but are unable to access email through a local ENZ office.

NB Employees should familiarise themselves with the *ICT Acceptable Use Policy* before using ENZ devices whilst travelling on business.

Minibar

ENZ will only reimburse purchases of water from a minibar for an employee on international travel. ENZ will not reimburse any other minibar costs.

Dry cleaning/laundry

ENZ will reimburse actual and reasonable dry cleaning or laundry costs where an employee is travelling on business and away from home for three or more days.

Personal expenses

ENZ will not reimburse personal expenditure incurred whilst on business travel. This includes the following:

- entertainment, pay-per-view television, or movies
- sightseeing or other trips
- gifts or souvenirs
- temporary hotel gym memberships.

This is not to be regarded as an exhaustive list. ENZ expects that employees will use judgement to determine the nature of any expenditure when travelling.

Advances and Reimbursements

Travel advances

ENZ will encourage employees to use ENZ corporate credit cards as the primary method of making business purchases when travelling on ENZ business.

ENZ may provide the following advances to an employee travelling on business and away from home for more than 24 hours, subject to pre-approval by your Group General Manager:

- a cash advance of up to NZ\$500 and
- a non-cash advance paid into a credit card or nominated bank account of up to NZ\$3,000 (or up to NZ\$3,500 if no cash advance is required).
- the traveller is expected to reconciliation the cash advance within 5 business days of returning from their travel.

ENZ will not provide an advance to an employee who has not properly accounted for the expenditure and/or repaid any balance of a previous advance.

Exchange rates

When reimbursing expenses incurred in foreign currency ENZ will use exchange rates that will ensure that the reimbursement to the employee will be 'cash neutral' i.e. the employee neither gains nor loses financially from the transaction(s).

Health and Safety

Travel risk management

ENZ will provide travel and medical insurance for all international travel.

ENZ ensures that staff and contractors' safety and wellbeing is proactively managed while travelling on business or on assignment by providing access to medical and security support via Healix International. This is a 24/7 resource, and the Healix Travel Oracle app will also send emergency alerts to your work phone. More information on this is available in the Appendix 1 and 'Be safe, be well' section of Ipu. In addition, ENZ encourages staff to register on the MFAT safe travel website <https://www.safetravel.govt.nz/>

ENZ will arrange travel in such a way as to avoid the risk of accident or disaster causing significant personnel related impact on the Senior Leadership Team or the Board.

Vaccinations

ENZ will reimburse the cost of vaccinations for business travel, where professional medical advice is that these are a requirement.

Air points and Airline Lounges

Airline lounge membership

ENZ may consider providing membership of airline lounges, where an employee takes more than three flights per month on average at the approval of the Chief Executive.

Air points

Staff can collect individual frequent flyer points e.g. Air New Zealand Air points.

It is expected that wherever possible staff should use Air points for ENZ related expenses e.g. airfares, upgrades, extra baggage, or Koru club membership.

Personal or Companion Travel

Personal travel

Personal travel, including the use of annual leave and additional/alternative stopovers may be combined with business travel on behalf of ENZ, subject to pre-approval by your Group General Manager and only if there is no additional cost to ENZ.

Companion travel

A companion may accompany an employee on a business trip, subject to pre-approval your Group General Manager. ENZ will not contribute to the travel costs of a companion.

APPENDIX 1 - Healix

A guide to our expectations for using the Healix App

Education New Zealand Manapou ki te Ao is committed to the safety and wellbeing of our people. We partner with Healix International for medical and security support.

Whether your role involves travel or not, Healix is an important safety tool for everyone, as it provides alert updates about emergency situations as they arise, and we can contact you in the event of an incident or emergency.

If you are on a permanent, fixed term or a contractor our expectation is that you:

- **Download the Healix Travel Oracle app** on to your work phone or personal phone (if you do not have a work phone). If you are unsure how to do this, view the [Healix Travel Oracle App Guide](#).
- **Use Orbit (our travel agency)** – Orbit is linked to Healix so your itinerary will automatically be loaded. You will be notified of any emergency situations that arise throughout your travel.
- **Turn on your GPS throughout your travel** – to ensure you are notified of any unexpected emergencies that arise within your area.
- **Note:** where another travel agency is a better choice, you are expected to either turn your GPS on throughout your business travel or click the “Check In” button (beside the Emergency Assistance button) every 24 hours. The check in button will only appear when your GPS is turned off.

The above expectations apply whether you are travelling domestically or internationally.



Board Professional Development policy

What is the purpose of this policy?

1. Education New Zealand (ENZ) recognises the value of ongoing professional development to equip the members of the Board to perform their governance role effectively. Under section 56 of the Crown Entitles Act 2004, Board members have a duty to act with reasonable care, diligence, and skills.

Who is covered by this policy?

2. Professional development may be for the Board as a whole or for individual members in order that members can participate and contribute fully.

What is the approval process?

3. Approval to support professional development for the Board and its members is at the Board Chair's discretion, with consideration given to:
 - alignment with ENZ's strategic direction
 - value-add for the Board as a whole
 - relevance to the general role of ENZ Board members or specific Committee positions
 - affordability.
4. Applications for professional development should be made in writing to the Board Chair with an outline of the expected benefits of the professional development, including how it would support the work of the Board.
5. Professional development for the Board Chair can be approved by the Chair of the Audit and Risk Committee, considering the considerations outlined above.
6. All Board members will be advised of any professional development that has been approved at the first Board meeting following approval.

How does ENZ fund Board professional development?

7. The Board's professional development costs will be tracked and reported. A maximum investment of NZD \$6,000 per year for all Board members professional development and a maximum investment of NZD \$2,000 per person in any one year, noting that not all development options incur a cost.

Support

8. The Director People and Capability can assist with any aspect of this policy.