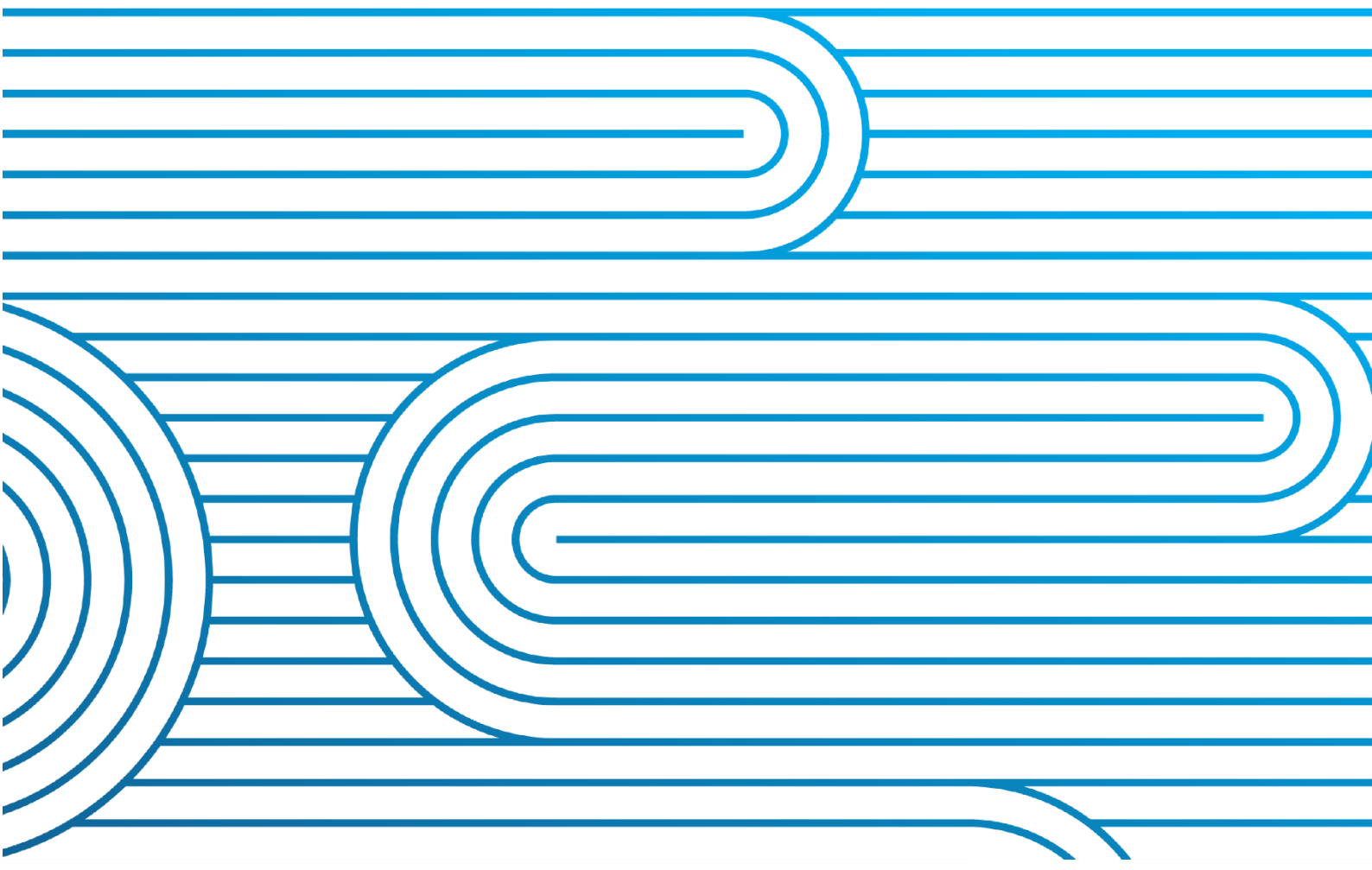


Grid Skills

Learner Travel & Accommodation Guidelines

Version: 10

Date: 1 July 2023



Issue details

| | |
|--------------------|--|
| Version Number: | V10 |
| Effective Date: | 1 July 2023 |
| Document Owner: | Head of Sector Workforce Development |
| Revision Authority | Delivery & Compliance Delivery Manager |
| Review Date: | July 2024 |

Purpose of Guidelines

These guidelines set out the basis for recovery of costs for travel and accommodation for Learners to attend Grid Skills training.

Travel costs

Transpower will pay a travel allowance for Learners based more than 150km away from the training venue (and where that course does not meet any of the criteria listed in the 'Limitations' section below). Allowance for flights are set out in Appendix A. Where Learners have travelled by air to the following Grid Skills Training Facilities additional allowances are payable, as follows:

- **Omaka (Blenheim), Bunnythorpe (Palmerston North) and Western Road (Huntly):**
\$80 per learner per day to cover the cost of a transport between the Airport – Accommodation – Training venue.
Where possible learners should share transport and only claim the allowance for the learner who incurred the expense.

Where air travel is not possible or travel by road transport would be cheaper, Grid Skills will reimburse costs to travel by road as follows:

- Either the cost of a hire vehicle (including fuel); or
- The use of a company or personal vehicle at the current IRD rate - 95c/km.

The cheaper of the above options should be claimed and the costs claimed should also be cheaper than the allowance for flights for similar travel.

Where Learners are based at Benmore an allowance of \$250 + GST will be made to cover the cost of travel between Benmore and the airport chosen for travel (this is based on the km between Benmore and Timaru).

Accommodation costs

Where training requires Learners to stay overnight, the following allowances apply:

- At Bunnythorpe (Palmerston North), & Western Road (Huntly): \$235 + GST per Learner per night. *(Dinner, Bed and Breakfast)*
- At Omaka (Blenheim), Christchurch, Wellington, Auckland: \$280 + GST per Learner per night. *(Dinner Bed and Breakfast)*

Limitations

Travel and accommodation will not be paid in the following circumstances:

- A Learner not attending the entire course.
- A Learning attending online courses.
- A Learner not achieving the outcomes of the course.
- A Learner removed from a course due to a non-negative drug result or a positive alcohol test.
- A Learner who's normal work place/depot is within 150km of the training venue. In this instance it is expected the Learners' employer will arrange appropriate transport.
- Invoices received 60 days or more following the completion of the block course.

Where a learner does not achieve the course outcomes an invoice will be sent for the training fee (\$350 per training day) plus any travel and accommodation allowance already paid.

Examples

1. A Learner based at Haywards attending a course at Bunnythorpe. No travel costs will be paid as the base location is within 150 km of Bunnythorpe. An accommodation allowance of \$235 per night will be paid on condition the Learner attends and successfully achieves the course outcomes.
2. A Learner based at Warkworth travelling to Omaka (Blenheim) for a 5-day course will be paid the flight allowance for travel from Auckland to Blenheim, plus per \$80 day, for travel to/from the venue. They will also be paid an accommodation allowance of \$280 for each night stayed for the course. This is conditional on the Learner attending and successfully achieving the course outcomes.

Cost Recovery

Learners' employers must send an invoice - in the same month as training – or within 60 days of the completion of the block course - made out to Grid Skills, Transpower NZ Ltd, PO Box 1021, Wellington 6140 (finance@transpower.co.nz): and must contain the following details

- The Learner's name.
- The location where the Learner's work/deport is based.
- Name of the training course.
- Date/s of the training.
- Location of training.
- Calculation Spreadsheet
- Details of costs for payment – in accordance with these guidelines (see spreadsheet below).

Transpower will process invoices for payment in line with usual payment terms.

| | | | | | |
|---|-------|------------|-----------------------|--------------|----------|
| Training Course | | | Substation Maintainer | | |
| Training Date | | | 1 - 5 July 2023 | | |
| Location Of Training | | | UTF Bunnythorpe | | |
| Learner Depot/Base | | | Wellington | New Plymouth | Auckland |
| Learners Attending: | | | G Brown | S Blue | B Green |
| Nights Away | | | 4 | 4 | 4 |
| REIMBURSEMENT DETAILS | | | | | |
| Flights: Auckland - Bunnythorpe | | | | | 600 |
| Vehicle Travel <i>-(one way over 150km)</i> .95 per km | | | | | |
| New Plymouth - Palmerston North | 233km | | | \$221 | |
| Travel/Vehicle Flight Allowance Only | | | | | |
| Omaka/Palmerston North/ Huntly \$80pp per day | \$80 | | | | \$320 |
| Benmore - Timaru one off payment \$230 | | | | | |
| Accommodation | | | | | |
| Bunnythorpe(Palmerston North) Western Road (Huntly) | \$235 | | \$940 | \$940 | \$940 |
| Omaka(Blenheim) Auckland, Rotorua, Wellington, Christchurch. | \$280 | | | | |
| | | | \$940 | \$1,161 | \$1,860 |
| Total | | \$2,101.35 | | | |
| Plus GST | | \$315.20 | | | |
| INVOICE TOTAL | | \$2,416.55 | | | |

Appendix A: Flight Allowances

The table shows flight allowances payable for Learners based more than 150 km away from the training venue that fly to attend training.

Costs are based on Air New Zealand Seat + Bag fares for a return trip from origin to the destination – which may include a connecting flight.

All costs shown are GST exclusive.

| Airport 1 | Airport 2 | Flight Allowance – Return <i>ie Both ways</i> |
|--------------|------------------|--|
| Auckland | Christchurch | \$500 |
| Auckland | Dunedin | \$580 |
| Auckland | Invercargill | \$800 |
| Auckland | Napier | \$600 |
| Auckland | Nelson | \$600 |
| Auckland | New Plymouth | \$600 |
| Auckland | Queenstown | \$580 |
| Auckland | Timaru | \$800 |
| Auckland | Wellington | \$500 |
| Auckland | Whangarei | \$600 |
| Blenheim | Auckland | \$580 |
| Blenheim | Christchurch | \$580 |
| Blenheim | Dunedin | \$800 |
| Blenheim | Hamilton | \$800 |
| Blenheim | Hokitika | \$800 |
| Blenheim | Invercargill | \$800 |
| Blenheim | Napier | \$800 |
| Blenheim | New Plymouth | \$800 |
| Blenheim | Palmerston North | \$800 |
| Blenheim | Queenstown | \$800 |
| Blenheim | Rotorua | \$800 |
| Blenheim | Taupo | \$800 |
| Blenheim | Tauranga | \$800 |
| Blenheim | Timaru | \$800 |
| Blenheim | Wellington | \$500 |
| Blenheim | Whakatane | \$600 |
| Blenheim | Whangarei | \$600 |
| Christchurch | Dunedin | \$600 |
| Christchurch | Hokitika | \$600 |
| Christchurch | Invercargill | \$600 |
| Christchurch | Nelson | \$600 |
| Christchurch | Queenstown | \$500 |
| Christchurch | Rotorua | \$600 |
| Christchurch | Tauranga | \$600 |

| Airport 1 | Airport 2 | Flight Allowance – Return <i>i.e Both ways</i> |
|------------------|------------------|---|
| Hamilton | Christchurch | \$800 |
| Hamilton | Dunedin | \$800 |
| Hamilton | Invercargill | \$800 |
| Hamilton | Nelson | \$800 |
| Hamilton | Timaru | \$800 |
| Hamilton | New Plymouth | \$600 |
| Palmerston North | Auckland | \$600 |
| Palmerston North | Christchurch | \$600 |
| Palmerston North | Hamilton | \$600 |
| Palmerston North | Dunedin | \$800 |
| Palmerston North | Hokitika | \$800 |
| Palmerston North | Invercargill | \$800 |
| Palmerston North | Nelson | \$800 |
| Palmerston North | Queenstown | \$800 |
| Palmerston North | Rotorua | \$800 |
| Palmerston North | Tauranga | \$800 |
| Palmerston North | Timaru | \$800 |
| Palmerston North | Whangarei | \$800 |

If any route is not shown on the above table, please contact Grid Skills (gridskills@transpower.co.nz) for advice on the allowance that will be applicable.



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