



GPI POLICY - BUSINESS TRAVEL PACKAGE

Rationale:

To provide an adequate, standard travel package for GPI Employees who are required to travel overseas for GPI business.

Objective: The GPI Business Travel Package contributes to the employee' per diem needs, travel expenses and local commitments.

- GPI employees are entitled to collect wages at a predetermined daily rate for only the job they are travelling for, for the entire duration of time away from Pitcairn Island. A maximum number of hours to be claimed for payment must be agreed upon with relevant line manager prior to travel.
- No income from other jobs held with GPI will be paid to the traveller while he/she is not on island unless that work is additionally approved.
- Employee travel approval must be in writing by the relevant financial authorising officer.
- If travel relates to education and training the GPI Employee must attend all courses relevant to GPI positions they are primarily traveling for.
- Transport to and from approved Education/ Training and Business destinations is covered by GPI.
- Accommodation and work-related expenses, excluding food and drink are fully covered during the attendance of work-related events.
- If the traveller chooses to stay with relatives/friends \$40 per day will be paid directly to the host family and an expense allowance of \$40 per day will be paid to the traveller.
- If the traveller chooses not to stay with friends or relatives then GPI pays \$80 per diem to the GPI Employees whilst they are off-island, excluding days traveling on the Silver Supporter.
- On request GPI will/may defer all loan repayments and bill payments while the employee is away.
- The GPI Employee must return to Pitcairn at the first available opportunity otherwise all travel allowances and other GPI funded benefits and wages, excluding the return trip home cease from the day the traveller was originally scheduled to leave for Pitcairn Island.

Date Policy last reviewed: 17TH December 2021
Date Policy due for next review: December 2023