

# The Methodist Church of New Zealand

## Te Hāhi Weteriana O Aotearoa

Administration Division

P O Box 931

Christchurch

Email: [info@methodist.org.nz](mailto:info@methodist.org.nz)

Information Leaflet 103

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## CONNEXIONAL TRAVEL

The Connexional Office **only** books air travel that it is authorised to pay for and does not arrange personal or non-connexional travel.

Connexional arrangements enable us to book the best possible air fares available and enables cost savings for the Connexion.

Another advantage is that it helps the office with the refund of the GST content of bookings and gives us a clear identification of who is travelling to Connexional meetings.

We seek the co-operation of the Connexion in using this facility for Connexional travel.

## **THE CONNEXION PAYS COSTS OF TRAVEL AS FOLLOWS:**

### **To Conference for -**

President and Vice-President  
President-Elect & Vice-President-Elect  
Secretary of Conference  
1 District Superintendent from each District  
Legal Adviser  
Ordinands/Those being received into Full Connexion  
Facilitator, Ordinands' Retreat  
Members of Tauwi Stationing  
Hui Poari representative to Conference  
Council of Conference Members  
Council of Elders  
Office Staff

### **Other Travel -**

Stationing Consultations  
Presbyter/Students on removal  
Representative to Connexional Meetings  
District Superintendents' Meeting (1 for each District)  
Representatives to Forum of Cooperative Ventures  
Travel for Special Committees

## **PRINCIPLES**

- (1) The Connexion meets the return cost of air travel for those living more than 200 km from the venue of the meeting.
- (2) The Connexion meets the return costs by road for those living under 200 km from the venue of the meeting.
- (3) The Connexion will pay the cost of direct travel only. Additional cost of stop-overs will be borne by the person travelling.
- (4) If you are able to obtain a seat at the very lowest Internet fare prices, namely a Smart Saver on Air New Zealand or Jet Star, you may proceed to make your own booking. The House of Travel website [www.hot.co.nz](http://www.hot.co.nz) gives you all the airlines on one screen to choose the best fare.
- (5) If you make your own booking on the Internet, reimbursement is obtained by completing a Claim Form available from the Connexional Office (a copy of the electronic receipt is to be attached).
- (6) It is essential that bookings made through the Connexional Office be made as early possible prior to travel.

## **MAKING YOUR AIR TRAVEL BOOKINGS THROUGH THE CONNEXIONAL OFFICE**

(1) Notify the Connexional Office with the following information **AS SOON AS YOU KNOW YOUR TRAVEL ARRANGEMENTS:**

- (a) reason for travel
- (b) name of person travelling
- (c) departure date
- (d) airport, both departure and destination
- (e) departure time - earliest possible  
- latest possible
- (f) return date
- (g) departure time - earliest possible  
- latest possible
- (h) address for forwarding itinerary (preferably email).

Please email your requirements (if possible) to [info@methodist.org.nz](mailto:info@methodist.org.nz), if email is unavailable please phone the office on (03) 366 6049.

(2) The Administration Division is aware of the cost to the Connexion of air fares for people attending meetings away from their region. The following are ways that will assist in keeping costs down:

- (a) book early,
- (b) be flexible with your times of travel, early morning and evening are the most expensive times to travel.
- (c) inform us of the time frame during which you can travel. If you are attending a 9:00 am meeting it is most likely that a cheaper fare can be obtained the previous evening.
- (d) most tickets require payment at the time of booking.
- (e) allow the office the discretion of choosing the cheapest fare available, regardless of airline.

### **IMPORTANT:**

It is important to note that the cheaper fares, once booked and ticketed, are non refundable and non upgradeable. This means that if you do not use the booking as ticketed you effectively lose it (and also pay for it!). **A change to the booking necessitates a completely new booking, and the cost of any change will be met by the purchaser.**

(3) All bookings made through the Connexional Office are electronically ticketed. An itinerary will be either emailed or posted to you following receipt of booking. Please keep this for reference at the airport. (Air New

Zealand advises that customers must carry and keep their Electronic Tickets as an itinerary is not sufficient proof).

Remember you may be asked for personal ID at the time of checking in for your flight. Please ensure you have ID with you (Drivers License or passport).

## **ROAD / RAIL TRAVEL**

The Connexional Office is able to make bookings for bus or rail travel.

The guidelines we use for reimbursement for road travel are as follows:

- (1) If a person uses their car and travels **more** than 200 km, they are reimbursed the cheaper of:
  - medium car based on the rate for 10,000 kms (48 cents per km)
  - OR
  - average air fare.
- (2) If people use their car and travel **less** than 200 kms they are reimbursed the cheaper of:
  - medium car based on the rate of 10,000 kms (48 cents per km)
  - OR
  - bus fare.
- (3) You are encouraged to share transport when road travel is being undertaken.

## **DISTRICT TRAVEL**

As distinct from Connexional travel, some Districts have their own arrangements for reimbursement for travel undertaken on behalf of Synod. Reimbursement for these costs are made from the District.

**YOUR CO-OPERATION IS SOUGHT IN KEEPING THE  
CONNEXIONAL TRAVEL COSTS TO A MINIMUM.**