



Victoria University of Wellington Students' Association

Taxi Voucher Usage

1. Policy:

The procedures to be followed for the use of taxi vouchers (chits).

2. Purpose:

The purpose is to provide a framework to prevent confusion or uncertainty around the eligibility of taxi voucher usage.

3. Organisational Scope:

This policy applies to the following:

- All Executive members, excluding the President
- All employees of VUWSA
- All volunteers of or affiliated to VUWSA
- All contractors of VUWSA.

4. Procedures:

- The individual/Team concerned should record its own taxi voucher usage for the perusal of the Association Manager as/when required.
- Complete a *Request for Taxi Voucher Form* (Appendix 1).
- The Association Manager (or the President, in the case of the Association Manager) will authorise a taxi voucher if the request is deemed appropriate and in accordance with the employee's employment agreement, or the circumstances deemed appropriate for contractors or volunteers.
- The employee, contractor or volunteer will complete the relevant information required on the taxi (chit) voucher as well as including the employee's name and cost code centre requiring the taxi. The

cost code should be documented on the voucher itself along with the clearly written **employee's, contractor's or volunteer's name and signature.**

- Only when approval has been signed and authorised by the Association Manager should the employee, contractor or volunteer phone the taxi company. The VUWSA taxi provider is Wellington Combined (phone 384 4444.) Inform Wellington Combined Taxis of who you are, the exact pick-up location and destination for the trip. Provide the taxi driver with a VUWSA taxi (chit) voucher with the set fare documented on it upon his/her arrival, remembering to clearly write your name and signature on taxi (chit) voucher.
- Any individual who does not receive authorisation will be in breach of this policy and will forfeit the given taxi fare and reimburse VUWSA within 24 hours or upon mutual agreement the given amount can be deducted from the employee's or contractor's next payroll.

5. References:

VUWSA employment agreement.

6. Approval Dates:

Approved on: 19 August 2009

This version takes effect from: 25 August 2009

Drafted by: Mark Maguire and Jasmine
Freemantle

This policy will be reviewed by: 30 August 2011

