

6 March 2020



John Luke

By email: fyi-request-11680-eae6eda6@requests.fyi.org.nz

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Tēnā koe John Luke

I acknowledge receipt of your official information request of 6 January 2020, seeking information about salary bands for all international posts (in particular, China) and their relevant employment benefit documents. In response, I can advise the following information.

Our International Student Engagement team's organisation chart is attached.

Salary bands for the International Student Engagement team are as follows:

Employment Agreement	Salary scale
General Collective	\$63,271-\$78,386
Individual	\$96,900-\$153,750
Contract for Service	\$45,000-\$90,000

The following is the expenses clause in the General Collective employment agreement:

Part Six: Allowances

41. STAFF REIMBURSING EXPENSES

The period of payment for all these allowances is calculated from the time of departure from the University or from the employee's residence, whichever is the earlier, to the time of return to the University or employee's residence, whichever is the earlier. All claims must be accompanied by the required documentation.

(a) Accommodation

Reimbursement of costs of accommodation on an actual and reasonable basis on presentation of receipts.

(b) Meals

Refund of costs of meals is up to the following rates:

- (i) For each 24 hour period \$61.70;
- (ii) For any additional period of less than 24 hours:
 - \$26.10 for periods of up to 10 hours;
 - \$61.70 for periods over 10 hours.

(c) Employees Staying Privately

- (i) Employees staying privately may claim up to the following rates for meals and accommodation:
 - \$67.00 for each 24 hour period;
 - \$30.90 for any additional period of less than 24 hours.
- (ii) Incidental allowance is also payable.

(c) **Incidental Allowance**

An incidental allowance of \$8.10 per 24 hour period and each additional part thereof is payable to cover all other personal expenses.

The following is the expenses clause in the Individual Contract:

Reimbursing Expenses

The employer will reimburse the employee for all actual and reasonable expenses incurred in the performance of their work under this agreement following the production of relevant receipts by the employee, provided that prior approval for incurring those expenses was obtained from their manager.

The following is the expenses clause in the Contract for Service:

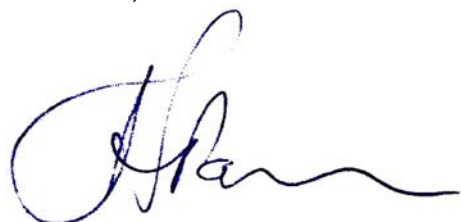
1. Details of pre-agreed disbursements

- Travel and accommodation expenses to support agreed work (actual and reasonable expenses for travel, accommodation and meals)
- Communication expenses (cell phone)
- Miscellaneous expenses which are to be agreed upon in advance.

I apologise for the delay in responding to your official information request.

Please note that you are entitled, under section 28 of the Official Information Act 1982, to have this response reviewed by the Office of the Ombudsman.

Nāku noa, nā



Helena Parsons
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Enc

