

RWNZ NATIONAL BOARD EXPENSES POLICY

1 TRAVEL

- 1.1 Travel by car is reimbursed at the rate of 50c per kilometre.
- 1.2 For mileage claims details of trips taken (when, where, why and distance travelled in kilometres), is to be provided to support a claim.
- 1.3 For taxis, shuttles and parking, an invoice/receipt is required.
- 1.4 Travel for Board meetings and National Conference is a Rural Women New Zealand (RWNZ) reimbursable expense.
- 1.5 Where there is certainty about dates, Board members are expected to book flights early to get the best special fares.
- 1.6 Travel is claimable for approved RWNZ national business which includes representing another Board member of the RWNZ CEO or other National Office staff member.
- 1.7 Travel to and from the airport is claimable.
- 1.8 Where a taxi or shuttle is used check if other Board members are arriving about the same time and share when possible.

2 ACCOMMODATION

- 2.1 All Board members stay at a designated hotel at RWNZ expense during Board members and for National Conference.
- 2.2 It is expected that Board members would come in the day of the meeting and go home on the last day unless there is an early start or weather or other factors have a reasonable probability of causing delays to morning flights. However, in some cases the total cost of airfares and accommodation may be lower by staying another night.
- 2.3 Board members are welcome to stay longer at the hotel if they would like extra days in Wellington or other location where they are for RWNZ business, provided they pay for their own accommodation and meals for that extra time.
- 2.4 Accommodation expenses will be met for approved RWNZ national business which includes representing another Board member or the RWNZ CEO or other National Office staff member.

3 MEALS

- 3.1 While in Wellington or another location at which a meeting of the Board or Committee of the Board may be held, meal costs will be met by RWNZ up to a maximum of \$50 per meal.
- 3.2 If on approved RWNZ business, which includes representing another Board member or the RWNZ CEO or other National Office staff member, and meals are not provided, meal costs will be reimbursed up to a maximum of \$50 per meal.
- 3.3 All meals at National Conference will be paid for.
- 3.4 Alcohol purchases will not be reimbursed.

4 OTHER EXPENSES

- 4.1 Actual and reasonable expenses including those of a home office will be reimbursed, payable on the production of GST invoice, receipts or other evidence of expenditure.
- 4.2 Stationery, including envelopes, may be able to be obtained from National Office.

4.3 Where a GST invoice is not provided the amount to be reimbursed shall be the GST exclusive amount.

4.4 Prima facie it is assumed that RWNZ activities involving internet connectivity, landline telephone calls or mobile phones would not add any extra cost to those already incurred by the Board member. Where this is not the case reimbursement of actual and reasonable expenses to recover the additional costs resulting from RWNZ activities can be made.

NOTE: The cheaper option may be to fund a mobile plan for the relevant Board member.

5 TIMING OF REIMBURSEMENT

5.1 The general rule is that expense reimbursements are paid the 20th of the month following the month the claim is submitted. If an exception is requested for example because the expense to be reimbursed is unusually large, then the National Finance Chair can approve an earlier payment.

6 CODING AND CHARGING OF EXPENSES¹

6.1 Board members' expenses are to be charged to the expense code that pertains to the activity. For example, any Board member incurring expense while working on any of the portfolios shall charge the expense to that portfolio regardless of whether or not they are the official designated portfolio holder. Similarly if a Board member is attending an event or carrying out some other activity on behalf of the President, Chair or NFC then the expense shall be charged to the expense accounts for the role.

6.2 Board meetings and meetings of Committees of the Board (currently CARF is the only one of these), are to be charged to Board meetings. No other activities are to be charged to this code.

6.3 Where Board meetings are held at a location to coincide with another event, for example, National Conference, Field Days and so on, travel and accommodation expenses should be divided between the event expense code and the Board meetings code.

Expense item	XERO Code	Expense item	XERO Code
Board meetings	444	CARF meetings	444
Health	460	Land and Environment	461
Education	462	Social	463
National Finance Chair	464	President	465
Chair	465	Events	(depends on the event)

For other codes, please contact the National Finance Chair.

*Approved by the Board: 14 February 2018
Office ref: 254 RWNZ National Board Expenses Policy
(MJM 6/2018)*

¹ Expense items and codes are as at 1 February 2018