



CHAPTER FOURTEEN

TRAVEL, ACCOMMODATION AND SUNDRY EXPENSES

14.1	Definitions
14.2	Expenses Reimbursed by RNZRSA
19.3	Rates of Reimbursement
19.4	General Requirements
	Appendix 1 – Motor Vehicle Allowance Rates

TRAVEL, ACCOMODATION AND SUNDRY EXPENSES

14.1 Definitions

14.1.1 Officers

- The National President
- The National Vice Presidents and other members of the Presidents Forum
- Members of the Board

14.1.2 RNZRSA Business

- (a) National Council
- (b) Board Meetings
- (c) President Forum Meetings
- (d) Seminars held at request of RNZRSA
- (e) Special purposes of RNZRSA as defined by the President Forum from time to time e.g. RSL Congress, RCEL, etc.
- (f) RNZRSA National Sporting Events - Official Openings and Trophy presentations
- (g) All RNZRSA Awards presentations
- (h) Requests by local Associations or RSA Clubs direct to President Forum Members when specialist expertise is required by that local Association or RSA Club on matters pertaining to RNZRSA business.

14.2 Expenses Reimbursed by RNZRSA

14.2.1 National President Accompanied by Spouse/Partner

- Travel and accommodation in respect of a) and e).

14.2.2 National President Only

- All RNZRSA Business

14.2.3 Nominee Only

- Travel in respect of (d).

14.2.4 National Vice President Only

- Travel in respect of (h).
- Travel and accommodation in respect of (b), (c) and (d).

14.2.5 President Forum Members Accompanied by Spouse /Partner

- Travel and accommodation in respect of (a).

14.2.6 President Forum Members Only

- Travel in respect of (c) and (d).
- Accommodation in respect of (c) when meeting held on day prior to (b) whether District President is a member of the Sub-Committee or not
- Accommodation in respect of (d) if necessary

14.2.7 District Vice Presidents

- Travel in respect of (c) for one meeting per annum.

14.2.8 Board Members Accompanied by Spouse/Partner

- Travel in respect of (a).
- Accommodation for out of town members.

14.2.9 Board Members Only

- Travel in respect of (b).
- Accommodation (out of town members) in respect of b) when meeting held on day prior to b).

14.2.10 Kaumatua Accompanied by Spouse/Partner

- Travel in respect of (a).

19.2.11 Kamatua Representative Only

- Travel in respect of (b), (c) and (d).
- Accommodation (out of town members) in respect of (c)

14.2.12 Chairman of the Sports Sub-committee

- Travel and accommodation in respect of (f).

14.2.13 Non Presidents Forum or Board Members

- Travel in respect of (b), (c), (d), (f) and (h).
- Accommodation in respect of (d) if necessary.

14.3 Rates of Reimbursement

14.3.1 Travel

- | | | |
|---------------------|---|---|
| By public transport | - | At the actual cost or at the "Flexi Time" (seat and bag) air fare rate whichever is the lesser. |
| By private car | - | As per the attached Appendix 1 or at the "Flexi Time" air fare rate whichever is the lesser. |

14.3.2 Accommodation

- At the actual and reasonable room rate.

14.3.3 Meals

- At the actual and reasonable cost.

14.3.4 Out of Pocket Expenses

- Taxis. Local transport costs, airport car parking charges, toll calls home.
(Tax receipt (s) to be included with expenses claim form.)

14.4 General Requirements

Any commitment outside these guidelines and which it is felt is a true charge on RNZRSA funds should be referred in the first instance to the Chief Executive for a ruling. Any appeal against the ruling may be referred to the Board.

Expense claim forms must be completed in detail, including tax receipts where possible, and should be lodged within 30 days of incurring the expenditure.

APPENDIX 1**MOTOR VEHICLE ALLOWANCE RATES****Rates of reimbursement in respect of 19.3.1.**

The motor vehicle allowance rates in respect of use of private motor vehicles are as follows:

That a flat rate of 0.73c per kilometre for petrol, diesel and hybrid fuel vehicles and 0.81cents per km for electric vehicles; be adopted as the rate for the reimbursement of motor vehicle mileage, or the equivalent “Flexi Time” (seat and bag) air fare rate, whichever is the lesser amount.

When more than two passengers are carried the above rates are increased by 1 cent per kilometre.

Motor Vehicle allowance rates are to be reviewed annually or when a significant rise or fall in fuel prices occurs.