



## New Zealand Miniature Horse Association Inc.

### Policy on reimbursement of NZMHA Council and Officer Expenses Effective from 13 August 2011

#### Purpose

The purpose of this document is to record the policies adopted in consideration of the expenses incurred by NZMHA Council Members and Officers (eg. Registrar, Editor)

#### Policy

The following policies apply in relation to Council Members expenses for NZMHA Council Meetings, Annual General Meetings and Special General Meetings:

Item	Portion Reimbursed	Notes
Accommodation Expenses	100%	<ul style="list-style-type: none"> <li>Accommodation will be booked by the Secretary</li> <li>Council members are to share a room with another Council member, unless approval from President is sought for exception prior to arrangements made</li> <li>If no exception granted or if a non Council member (eg. Partner) travels with the Council member, the Council member will pay 50% of the accommodation costs themselves and 50% will be reimbursed to them</li> </ul>
Travel Expenses	100%	<ul style="list-style-type: none"> <li>Airfares are to be booked within 24 hours of Council meeting dates being confirmed – cheapest airfare aligned to best times must be selected</li> <li>100% of carparking costs to be reimbursed (cheapest option to be selected)</li> </ul>

		<ul style="list-style-type: none"> <li>• 100% Taxi fares (airport to meeting venue and / or return only). Shuttle to be used if available.</li> <li>• Motor vehicle: To be used when in close distance to meeting venue or when flights not available. Reimbursement to be at the rate of 30 cents per kilometer travelled (via most direct route)</li> </ul>
Food and Beverages	Own Cost	<ul style="list-style-type: none"> <li>• Refreshments may be provided at Council meetings (eg. Morning / afternoon tea and lunch). All other food and beverage costs are for own care</li> </ul>
President / Vice President / Secretary / Treasurer and Regional Delegate Expenses (eg. Toll calls, use of email etc)	Own Cost	<ul style="list-style-type: none"> <li>• Should one of these position holders incur expenses outside what is considered standard for the role, these costs will be reimbursed subject to prior consent from the Finance Committee and on provision of receipts.</li> </ul>

#### **Tiny Tales Editor**

- Contract is to be reviewed and renewed annually by Council
- Printing and production costs associated with the official publication and any other printing organized by the Editor (and must be approved by Council) to be invoiced directly to NZMHA
- The Editor is to be paid as per the Editor's Contract which is deemed to be all inclusive. The Editor is to invoice NZMHA for any approved payments

#### **Registrar**

- The Registrar is to be paid a monthly honorarium which is deemed to be all inclusive (ie. Includes all taxes, holiday and sick pay, ACC levies and Kiwisaver). The amount is to be set / reviewed by Council on an annual basis.
- The Registrar is entitled to claim expenses associated with the maintaining of the NZ Breed Register and / or production of the NZMHA Stud Book (online and printed). Costs to be approved by Council
- Where possible all costs associated with the Registrar are to be invoiced directly to NZMHA and must be in accordance with this policy

### **Other NZMHA Council and Officer Positions**

- Approval for expenses must first be obtained from Council and accounts are to be submitted for reimbursement as per this policy, along with receipts. Acceptable items generally will include postage, stationery, photocopying and printing

### **Expense Claims**

- All expense claims are to be submitted in writing on the NZMHA Expense Claim Form and accompanied by receipts along with a brief explanation of costs, specifically stating what the expense relates to. Where possible GST / Tax Invoices are required.
- All expense claims must be with the Treasurer by the end of the month following the month the cost was incurred. Failure to submit claims within this timeframe, or failure to provide supporting documentation and incomplete or incorrect claims may result in the claim not being approved

### **Expense Approval**

- President, Vice-President and Treasurer to approve all reimbursements and payments where necessary between Council meetings. Any such approval to be presented to NZMHA Council for confirmation at next meeting.
- Any questions relating to this policy or expense claims are to be raised with the Treasurer in the first instance.