



New Zealand Miniature Horse Association Inc.

Policy on reimbursement of NZMHA Council and Officer Expenses Effective from September 2023

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">• Accommodation will be booked by the Secretary• Council members are to share a room with another Council member, unless approval from President is sought for exception prior to arrangements made• The council member will pay for their own room if a shared space is available and you decline to share• All Council members are entitled to have the option of staying on Saturday night regardless of location, and to

have their accommodation costs reimbursed as above. If they are unable to get flights for one day, then extra nights accommodation is at the presidents discretion.

Travel Expenses

100%

- Airfares are to be booked within a reasonable timeframe of Council meeting dates being confirmed.
- 100% of carparking costs to be reimbursed (cheapest option to be selected)
- 100% Taxi fares (airport to meeting venue and / or return only). Shuttle to be used if available.
- Motor vehicle reimbursement capped at \$200.

Food and Beverages

As listed

- Refreshments may be provided at Council meetings (eg morning and afternoon tea and lunch) for Council Members.
- \$30 allowance towards food, no tax invoice required

President/Vice
President/Secretary/Treasurer and Regional Delegate
Expenses (eg toll calls, use of email etc)

Own Cost

- 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 Presidents approval and on provision of tax invoice receipts.

Registrar

- 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