



Petanque New Zealand (PNZ) may pay, in part or whole, the actual and reasonable costs incurred by a member in respect of any PNZ business, provided that the member undertaking that business had prior approval from the Executive or if such approval is not possible, that the expenditure would be considered essential for PNZ purposes.

Notes

- Approval must be obtained prior to any expenditure being made (unless time constraints do not allow as above).
- No reimbursement will be made without official receipts being provided.
- Accommodation claims only apply to PNZ business more than 60km from normal residence.
- Motor vehicle travel claims only apply to PNZ business conducted more than 30km from normal residence.

Who may claim

Claims may be made by any PNZ member, including, but not limited to, members of the Executive, managers of specific areas, coaches, umpires, tournament directors, team managers, selectors and scorers.

PNZ Business within New Zealand

Travel – Using the most cost-efficient option available.

Airfares, shuttles, buses, trains, taxis, ubers will be paid in full.

Travel by personal motor vehicle will be paid at a rate determined from time to time by the Executive.

Currently this rate is 35c per kilometre.

Accommodation – Using the most cost-efficient option available.

All accommodation will be paid in full for the minimum number of nights required to complete the PNZ business.

Meals – All meals within reason will be refunded.

Other items essential to the business of PNZ will be refunded in full.

Alcohol and non-essential items will not be reimbursed.

PNZ Business requiring overseas travel

Travel – Using the most cost-efficient option available.

Airfares and transport to and from accommodation will be paid at 60% of cost.

Accommodation – Using the most cost-efficient option available.

Accommodation will be paid at 60% of cost for the minimum number of nights required to complete the PNZ business.

Meals and incidentals – allowance of up to NZ\$50 per day.

How to make a claim

All claims with appropriate receipts should be scanned and emailed, or the originals posted, to the PNZ Treasurer (see below). Claims must be made within two months of the expenditure being incurred. Included with the information should be details of the bank account that the money is to be deposited into.

Brian Smith, PO Box 40351, Upper Hutt, Wellington.

knightsmith@xtra.co.nz

(04) 528 3059 or 027 442 9674

PNZ Executive

Reviewed September 2018