



Expenses Policy

Purpose

The purpose of this policy is to document the expectations of Romance Writers of New Zealand Inc. regarding expenses incurred by members whilst carrying out RWNZ business.

Definitions

Booker – member who is making a booking to enable them to carry out RWNZ's business

Executive Officer – current member who is in an elected position

Executive Committee – group elected annually by members to manage RWNZ's affairs

Member – person who is part of RWNZ

RWNZ – Romance Writers of New Zealand Inc.

Traveller – current member of RWNZ undertaking travel on behalf of RWNZ

Policy Statement

Members engaged on RWNZ business are entitled to a reimbursement of costs they incur to agreed limits contained within this document agreed to by the Executive Committee.

Guidelines

1. General

It should be noted that spending should be appropriate for the organisation, being aware that available funds come directly from member fees and that the decision to claim of any reimbursement is up to the individual.

Any request for reimbursement must be made using the RWNZ expenses form in a timely manner, i.e. immediately following a trip or on a monthly basis.

Expenses must individually itemised and accompanied by invoice or GST receipt.

Any single item expense over \$100 must be approved by the Executive Committee in advance.

The booker must take responsibility for ensuring that bookings are correct. RWNZ is not liable for the cost of changes and errors.

Payments in advance of travel may be made up to \$500 where approved by Executive Committee.

The Executive Committee must be made aware of any cancellations or changes to bookings as soon as is reasonably practicable.

2. Travel

a) Air

All requests for air travel, whether domestic or international, must be made in writing and approved in advance by the Executive Committee.

Bookings are 'point to point' and must use best price economy fares available at the time of booking.

Frequent Flyer rewards may be accrued but fares must not be booked on the basis of maximising the reward.

Any personal travel taken must be funded by the traveller and not appear on the RWNZ itinerary.

RWNZ cannot reimburse for travel not taken unless agreed by the Executive.

b) Hire car

A suitable hire car may be used if there is no suitable public transport or taxi available or car hire is the cheaper option.

The booking of such must be approved by the Executive in advance of hire.

Travellers must use the smallest vehicle appropriate for their requirements.

Hire of a GPS is allowed.

Insurance must be taken out when renting/hiring. Any excess and accident/damage will be the sole responsibility of the traveller.

All conditions of hire must be adhered to.

c) Taxi

A taxi may be used if there is no suitable public transport available.

RWNZ recommends the use of a well-known national company such as Blue Bubble.

a) Own vehicle

Members using their own vehicle for RWNZ business will be reimbursed at the prevailing Inland Revenue rates, currently 72 cents/kilometre.

The origin, destination, distance travelled and date of travel should be entered on the expense form.

3. Accommodation

Domestic accommodation must be best rate available up to \$200 per night, room only.

International accommodation shall be booked on a case by case basis, as required and in agreement with the Executive Committee.

Accommodation must meet reasonable standards with reference to comfort, convenience and cost unless otherwise approved by the Executive Committee.

4. Meals

Reasonable expenses for breakfast, lunch and dinner may be claimed.

Currently the suggested guideline is up to:

\$30 breakfast

\$30 lunch

\$60 dinner

A drink such as glass of wine or soft drink may be purchased as part of a meal.

Exclusions: snacks, morning tea, afternoon tea, bar drinks, minibar.

5. Entertainment

This excludes meals whilst travelling on RWNZ business.

Entertainment must be approved in advance and must be relevant appropriate for the organisation's purpose.

6. Conference

Any additional reasonable expenses incurred attending another organisation's conference on behalf of, and paid for by, RWNZ may be claimed with prior approval.

Unless otherwise agreed in advance, all members, committee members and Executive Officers of RWNZ will pay their own RWNZ Conference fees, accommodation, meals and any other associated costs.

7. Other expenses

Members carrying out RWNZ business may be reimbursed for other expenses such as, but not limited to;

- Postage and packaging materials
- Stationery
- Fees for attendance at an event

The following are excluded from any expense claim at all times:

- Membership fees of RWNZ
- Mileage to attend Regional Chapter meetings
- Passport issue or renewal
- Parking fines
- Traffic infringements
- In room entertainment
- Accompanying traveller costs
- Customer loyalty programmes
- Tipping
- Interest/late payment/damage penalties

Appendix – Version Control

This is version 1.0

Approved by RWNZ Executive 18/10/2016

To be reviewed; October 2017