

## **NZART Policy on: Council travel, meals and accommodation expenses**

### **SCOPE**

The following policy sets out the legitimate expense claims that may be made by a councillor for attending the associations AGM and attached meetings.

### **DEFINITIONS**

Councillor: Includes the president and any councillor or president elect.

Meeting: Includes any AGM, Special general meeting, or council meeting that is held at the same venue before and / or after an AGM or SGM.

#### **1) Travel Expenses:**

The most suitable means of transport to the meeting with the lowest cost will be reimbursed.

E.g. Meeting in Wellington. A Councillor residing in Auckland will fly to Wellington. A Councillor living in Wellington will drive.

Travel expenses will be capped at **\$600** return. Councillors are to determine the least expensive mode of transport.

If the most suitable means of transport to the meeting with the lowest cost is by vehicle then the fuel costs will be reimbursed. Fuel costs will be reimbursed at the **IRD rate** on the day, per kilometre.

If a councillor chooses to take a more expensive means of transport, then any expenses over & above the claimable rate will be met by the Councillor.

If a councillor is required to take a more expensive means of transport, then normally the lower cost option will be reimbursed. If the lower cost option is by air, then the amount reimbursed will be the cost at the time of usual advanced booking. E.g. if a Councillor fails to avail themselves of the best price at the earliest opportunity and leaves it too late, they will be required to pay the difference. E.g. fare cost \$200.00, but left to the last-minute costing \$600.00, then the \$400 difference is paid by the Councillor. If there is a good reason why the Councillor can not take the cheapest option, then the President may approve the more expensive option.

#### **2) Accommodation:**

The cost of accommodation at the meeting will be covered for the nights that are required for the councillor to stay:

In the case of the AGM, Thursday night if distance prevents the Councillor from getting to the venue at an acceptable time on the Friday morning, plus Friday, and Sunday nights in order

for the Councillor to attend the Monday meeting of Council. I.E. A total of three nights accommodation will be covered.

If a Councillor is leaving Council at the AGM, then the rate will only cover those nights stay that are required for the outgoing Councillor to attend the Friday face-to-face meeting and the AGM. E.g. Thursday and Friday night if required to travel before the Friday meeting. Or only the Friday night to attend the AGM on the Saturday.

Face-to-Face meeting accommodation costs will be covered by the Association for the days as required by the meeting schedule and all travel requirements.

If there are added expenses through a partner staying with a Councillor, the additional cost will be passed on to the Councillor.

### **3) Mini Bar and Telephone:**

These expenses must be paid for by the Councillor prior to departure from the accommodation and will not be reimbursed.

### **4) Meals:**

The following meals will be covered: morning and afternoon tea and lunch during a face-to-face meeting depending on the length of the meeting, and breakfast when staying at accommodation needed to attend the meeting the next day. E.g. Friday, Saturday, Sunday & Monday Council meeting, if Councillor arrives on Thursday night, breakfast will be available for Friday morning to Monday morning if attending a Council meeting that day.

**Only continental breakfasts will be eligible for reimbursement.**

### **5) Conference Registration:**

All Councillors are responsible for booking and paying their own Conference Registration. This expense shall not be reimbursed.

### **6) Hardship:**

If a Councillor experiences genuine hardship in meeting the costs in accordance with this policy, then the Councillor may approach the President in confidence to seek extra reimbursement.

### **7) Travel Claim and Invoices:**

Any travel claim cannot be offset against any other monies. E.g. not claiming for travel and then offsetting the non-claimed against accommodation costs is not allowed.

Any travel claim must be made within three months of the travel booking. E.g. if air travel is booked on 1 January for the AGM in June, the claim must be made before 1 April. No late payments will be made. If travel is by ground using their own car this claim for reimbursement must no later than three months after the travel. Any claims submitted after three months from when the expense occurred will not be accepted.

Travel claims by car may be paid up to one month in advance, using the AA travel calculator to determine mileage, if requested. However if such an advance is made and the councillor does not use the travel (e.g. doesn't attend the meeting) the association may seek the advancement to be repaid.

#### **8) Contesting Travel claims/expenses:**

If in any doubt about any claims or expenses then contact the General Secretary to seek guidance **before** any expenses are incurred.

If travel costs are not used as a result of the travel not being undertaken (and have been reimbursed) then the costs must be refunded to NZART.

The President shall either approve or decline any expenditure claims or invoices presented that don't comply with this policy. Their decision is final.

Approved by NZART Council April 2026