

B13



Policy: Financial Management

Title: Travel Equalisation

Objective: To provide for travel equalisation would apply to the AGM and other Council approved seminars where participation of all clubs is required.

At the 1995, 2002 and 2005 AGMs it was agreed travel equalisation would apply to the AGM and other Council approved seminars.

Procedures:

1. Travel equalisation shall apply to the Orienteering NZ AGM and any other national seminar, approved by Orienteering NZ Council, where participation of all clubs is required except for meetings and/or seminars held in conjunction with the national foot orienteering championships.
2. For the AGM, all clubs whether they attend or not must participate in the travel equalisation. For other seminars, costs will be shared by clubs with members present.
3. It will be based on one member from each club.
4. Costs will be based on the most economical reasonable method:
 - Airfares are based on the most economical fare available if booked at least 1 month in advance of the event.
 - Cars are based on the Orienteering NZ mileage rate.
 - Where car pooling is possible, cost will be allocated equally to participating clubs.
 - Other costs will be calculated on the most economical reasonable method available.
 - Actual costs will not be taken into account except in exceptional circumstances.
5. Allocation of costs will be as follows:
 - 50% of total costs will be shared equally by each club.
 - 50% will be allocated in proportion to the number of members affiliated to Orienteering NZ at the end of the previous financial year.
 - Accurate figures will be sent to clubs following the meeting.
6. Where payment by a club is required, this must be paid within 1 month of the date of the invoice. Payments to clubs will be as soon as possible after the meeting, but will be sent not later than 1 month from the meeting.

Effective Date: