

Policy: Financial Management
Title: Reimbursement of Expenses
Objective: To ensure Orienteering NZ Council and Committee members, volunteers and Staff shall not be financially disadvantaged due to costs incurred while acting in an official capacity for Orienteering NZ.

Procedures:

1. Where Orienteering NZ Council and Committee members, volunteers and staff incur reasonable and actual expenditure while acting in an approved/authorised official capacity, such expenses may be reimbursed by Orienteering NZ upon presentation of a claim (on the appropriate form) and original or facsimile evidence of the expenditure.
2. Approval and authorisation to be given by the General Manager in line with Council policy and budget.
3. Approval and authorisation for the General Manager's expenses shall be approved by the President (or vice-President in their absence) in line with Council policy and budget.
4. An official capacity may include:
 - Attendance at meetings on behalf of Orienteering NZ
 - Representation of Council at Orienteering NZ National Championships or international competitions as approved by the General Manager or President
 - Management of Orienteering NZ teams nationally or internationally
5. Expenses may include:
 - Air travel from the town of residence to the location of the Orienteering NZ obligation. Travel will be arranged to coincide with Orienteering NZ commitments (see note on expenses not included).
 - If a personal motor vehicle is used, in lieu of air travel or in order to reach an airport outside of the town of residence as required by Orienteering NZ, then reimbursement shall be as per Orienteering NZ Policy Use of Private Motor Vehicles (*yet to be approved*).
 - Accommodation & meals (3 meals per day maximum)
 - Pre-approved entertainment expenses. Prior approval of the General Manager or President shall be required.
 - Orienteering NZ toll calls (land or cellular)
6. Expenses will not include:
 - Costs incurred for rearranged travel when made at the request of Council and Committee members or staff members for personal reasons.
 - Minibar or house bar usage
 - General entertainment expenses
 - Telephone rentals or internet accounts
 - Incidental costs or personal expenses
7. Such claims shall be submitted within 60 days of expenditure (unless prior approval sought from the General Manager in instances when expenses are incurred internationally) and reimbursement shall be paid by Orienteering NZ within 14 days of receipt.
8. Where bookings are made by or with the prior approval of the General Manager such expenses are to be charged back direct to Orienteering NZ and met by Orienteering NZ.