

B14



Policy: Financial Management
Title: Payments for Clinics
Objective: To provide for a standardised rate for training seminars and clinic tutors or coaches.

Procedures:

1. Where persons act in an official capacity for Orienteering NZ as a tutor or coach for approved training seminars and clinics, then compensation in the form of expenses can be made.

2. Upon production of receipts, the following maximum daily *expense reimbursement* rates apply:

	Rate
Tutor	\$20/hr (max \$300)
Coach	\$100
Use of private motor vehicle	\$0.40/km
Approved Training material preparation (which becomes the property of Orienteering NZ)	\$20/hr (hours approved in advance)

3. All activities which may provide for an appropriate claim must be approved in advance by the General Manager.