

Finance Guide for Hui-ā-Tau 2023

This document provides guidelines to accounting for Annual Conference that is being held at the Energy Events Centre in Rotorua from Sunday 24 September to Wednesday 27 September. The guidelines apply to all registered attendees, Komiti Pasifika, Aronui Tomua, Branch and Area Council.

Allowance rates

The rates below are set by the National Executive to reimburse expenses incurred by members doing NZEI Te Riu Roa business.

Mileage*	Personal vehicle use per kilometre	\$ 0.83
Breakfast	Actual per day cost up to	\$ 27.00
Lunch	Actual per day cost up to	\$ 17.00
Dinner	Actual per day cost up to	\$ 55.00
Overnight allowance	Per overnight**	\$ 15.00
Day trip allowance	Per day trip**	\$ 7.00

**Mileage covers personal vehicle used based on actual distances travelled. Do not claim petrol costs.*

***Please note only the overnight or day allowance may be claimed (i.e. you cannot claim both allowances each day). The one to claim depends on whether an overnight stay was involved.*

GST receipts

GST receipts must be submitted for all expenses claimed except for mileage, overnight allowance and day trip allowance, as these are reimbursed at set rates. An EFTPOS receipt is not a GST receipt.

Cash advances

Komiti Pasifika, Aronui Tomua, Branch and Area Council may choose to give a cash advance to attendees. A cash advance is **not** an allowance, grant or entitlement. It is simply an advance given to attendees to cover meals so they are not out of pocket during Hui-ā-Tau. Treasurers must keep a record of cash advance including payee's name, payee's bank account, the amount paid and payment date. Attendees who receive a cash advance must fill out **Form A: Representative / Observer Expenses Claim** after Hui-ā-Tau and return any unspent money to their Komiti Pasifika, Aronui Tomua, Branch or Area Council.

The cash advance amount is set at \$170.00 based on the assumption that the majority of attendees arrive in Rotorua on the Sunday and return home on the following Wednesday afternoon. Komiti Pasifika, Aronui Tomua, Branch and Area Council may choose to give a higher cash advance amount if an attendee's request is reasonable.

If you need to request a cash advance, please contact your Branch, AT, KP or Area Council to request this.

	<i>Sun 24 Sept</i>	<i>Mon 25 Sept</i>	<i>Tues 26 Sept</i>	<i>Wed 27 Sept</i>	<i>Total</i>
Breakfast	N/A	27.00	27.00	27.00	81.00
Lunch	17.00	provided	provided	17.00	34.00
Dinner	55.00	AC dinner*	provided	N/A	55.00
Total cash advance					\$170.00

* If an Area Council is organising dinner for its members on the Monday, the Area Council should pay for it directly.

Hui-ā-Tau expenses claim forms

Form A: Representative / Observer Expenses Claim form is for claiming travel incidental costs (eg. meals) for representatives and observers. The completed form will need to be returned to their respective Komiti Pasifika, Aronui Tomua, Branch or Area Council by **Wednesday 4th October 2023**. GST receipts must be submitted for all claims made. Any unspent money from a cash advance must be deposited to the Komiti Pasifika, Aronui Tomua, Branch or Area Council's bank account before 4th October.

Alcohol, entertainment and miscellaneous expenses (e.g. telephone bills, clothing, toiletries purchase) are not claimable items. If in doubt, Komiti Pasifika, Aronui Tomua, Branch and Area Council should seek advice from NZEI Te Riu Roa National Office on what expenditure attendees can legitimately claim. Attendees must seek prior approval from their Komiti Pasifika, Aronui Tomua, Branch and Area Council for exceptional claims like childcare and reliever costs.

Form B: Representative's Travel Expenses Claim form is for claiming travel costs (eg. mileage) for representatives only. NZEI Te Riu Roa National Office pays for the Representatives travel costs. The form is available from 24th September until 8th October. Claims received after this date will not be paid. Click the link to submit your travel expense claim: <https://form.jotform.com/92176759106868>

Hui-ā-Tau "wash-up"

In early October, Komiti Pasifika, Aronui Tomua, Branch and Area Council receive a \$350.00 grant for each representative.

At the end of October, National Office invoices Komiti Pasifika, Aronui Tomua, Branch and Area Council for:

- Observers' airfares (except for South Island Observers)
- Accommodation (Representatives and Observers)

Other information

- Where an attendee represents a Branch at Hui-ā-Tau other than his or her home Branch, it is the Branch represented that receives the \$350.00 grant and covers that attendee's expenses.
- If an attendee received a cash advance but was not present at Hui-ā-Tau, that attendee must pay back the money to their Komiti Pasifika, Aronui Tomua, Branch or Area Council.
- Contact the Accountant at National Office for any query relating to this guide: baoling.yang@nzei.org.nz