

NZEI Te Riu Roa Hui-ā-Tau 2026

Finance Guide

This guide outlines the financial arrangements and reimbursement procedures for Hui-ā-Tau 2026, which will be held at the Energy Events Centre, Rotorua, from Monday 28 September to Wednesday 30 September 2026. The guidelines apply to all registered attendees, komiti pasifika, aronui tōmua, branches, and area councils.

Key Dates

11 September 2026 – Cash advance requests are due.

Week of 21 September 2026 – Cash advance payments are processed.

1 October 2026 – Unused cash advances to be returned (if not attending Hui-ā-Tau).

11 October 2026 – Expense claims are due and unused cash advances to be returned.

Allowance Rates

The following rates have been set by Te Kahu Kiwi to reimburse expenses incurred by members while undertaking NZEI Te Riu Roa business.

Item	Note	Rate	GST receipt Required [^]
Mileage*	Personal vehicle use (per kilometre)	\$ 0.83	No
Breakfast**	Actual cost per day, up to	\$ 27.00	Yes
Lunch**	Actual cost per day, up to	\$ 17.00	Yes
Dinner**	Actual cost per day, up to	\$ 55.00	Yes
Overnight allowance***	Per overnight stay	\$ 15.00	No
Day trip allowance***	Per day trip	\$ 7.00	No

**Mileage claim is for personal vehicle used based on actual distances travelled. Fuel costs cannot be claimed separately. If you are eligible to travel by air but choose to drive, reimbursement will be limited to the lesser of:*

- the equivalent return airfare, or*
- the actual mileage claim.*

*** Alcohol is a personal expense and is not claimable. If claiming meals for multiple people, please note this on the expense claim form.*

****For a multi-day conference, either an overnight allowance or a day trip allowance may be claimed for each day, depending on whether an overnight stay was involved. Both allowances cannot be claimed for the same day.*

[^] an EFTPOS receipt is not a valid GST receipt.

Cash Advance Requests

Members* requiring a cash advance should contact their komiti pasifika, aronui tōmua, branch or area council to obtain the online expense claim form. Cash advance requests must be submitted by **11 September**. Requests received after this date cannot be guaranteed to be processed.

A cash advance is not an allowance, grant, or entitlement, it is an advance payment intended to assist members with incidental costs while attending Hui-ā-Tau, so they are not personally out of pocket.

The standard cash advance amount is \$136.00**, based on the assumption that most members will arrive in Rotorua on Sunday afternoon and return home on Wednesday.

Date	Breakfast	Lunch	Dinner
Sunday 27 Sept	N/A	N/A	\$55.00
Monday 28 Sept	\$27.00	Provided	area council dinner***
Tuesday 29 Sept	\$27.00	Provided	Provided
Wednesday 30 Sept	\$27.00	Provided	N/A
Recommended cash advance: \$136.00			

**Representatives, Observers, AC Chair(s), provisional members are eligible to a cash advance request.*

*** Where members need to stay an additional night due to flight schedules, request for a higher cash advance may be accepted. Please note this on the expense claim form.*

**** Where an area council organises a dinner for its members on Monday evening, rōpū whakahaere should organise for the costs to be paid directly.*

Reimbursement of Expenses

Claims for travel (such as mileage) and incidental costs (such as meals) must be submitted using the online expense claim form. All claims must:

- include supporting GST receipts where required, and
- be submitted by **11 October 2026**.

Late claims cannot be guaranteed to be processed. The following expenses are not claimable:

- Alcohol
- Entertainment expenses
- Personal or miscellaneous expenses such as telephone charges, clothing, and toiletries.

If you are unsure whether an expense is claimable, please contact national office for advice before incurring the cost.

Exceptional expenses, including childcare or reliever costs, require prior approval from the relevant branch, aronui tōmua, komiti pasifika or area council.

Other Information

- Members who receive a cash advance but do not attend Hui-ā-Tau must repay the full amount to NZEI Te Riu Roa by 1 October 2026.
- For any questions regarding this guide, please contact ropufinance@nzei.org.nz.

Budget Responsibility Guide

Cost Category	Representative	Observer	AC Chair(s)	Provisional member	Presidents allocation	Te Kahu Kiwi members
travel (flights & mileage)	national office	- national office (South Island) - rōpū whakahaere (North Island)	national office	national office	national office	national office
accommodation	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	national office	national office
meals (where not provided)	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	national office	national office
area council dinner	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere	rōpū whakahaere

Note: from 1 July 2026, the budgets previously managed by komiti pasifika, aronui tōmua, branches, and area councils are combined under Rōpū Whakahaere, which manages budgets for member activities within its rohe.