



GUIDELINES FOR REIMBURSEMENT OF EXPENSES WHEN ATTENDING COUNCIL AND REGIONAL REPRESENTATIVE MEETINGS

The Ornithological Society has long benefitted from the generosity of office bearers who have willingly given their time for its governance, as well as frequently not claiming eligible costs. Council recognises however, that for the Society to function properly meetings are necessary, notably Council and Regional Representative (RR) Meetings, and that genuine costs associated with undertaking Society business at these meetings should be eligible for reimbursement, if requested.

These guidelines explain which personal expenses may be reimbursed to RRs and other office holders who have been specifically invited by Council to attend meetings where Society business is to be discussed. The aim is for the Society to make a reasonable contribution to personal expenditure rather than to fully cover all travel and accommodation costs.

Travel

Travel to/from Council meetings and to annual RR meetings using public transport (including airline services) or personal vehicles should be by the shortest or the most economical route. When personal vehicles are used for travel the Treasurer may reimburse actual expenditure for the purchase of fuel and also interisland ferry fares. Council has determined that this is simplest and most cost-effective approach from the Society's point of view.

Actual costs for the purchase of petrol, diesel or electricity (for plug-in electric vehicles) will be paid on submitted receipts that must also show the GST content of each purchase. Reimbursement will not be made using kilometre rates for motor vehicles specified by the Inland Revenue Dept because (i) rates change often, and (ii) the added work load for the Treasurer.

Accommodation

Councillors and RRs may claim accommodation costs for a maximum of two nights, up to \$150 per night, for meetings called for by Council. Other Officers who are invited by Council to attend a meeting may claim one night of accommodation up to \$150 per night, OR they may claim travel costs (but not both). If officers wish to claim for more than the foregoing allowances, they should approach their local region for financial support.

Meals

Meals associated with business meetings (e.g. morning and afternoon tea, lunch, dinner) are usually arranged by the conference Secretariat and are paid by the Treasurer. These costs are not claimable. In the event that office bearers are required to pay for meals associated with a business meeting these may be claimed; details need to be explained.

Conference fees

Registration fees for attending each annual conference, i.e. Scientific Days, field trips and dinners, may not be claimed.

Spouses

No costs associated with attendance of spouses are covered by the Society.

Reimbursement

All claims for reimbursement are to be submitted to the Treasurer with supporting GST receipts; claims presented without receipts will not be accepted. ALL claims must be submitted within 30 days of the meeting. A claim application form should be completed (copy attached).

Reimbursement will be made to personal accounts through internet banking.

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