

Finance Guide for Hui-ā-Tau 2024

This document provides guidelines to accounting for Hui-ā-Tau that is being held at the Energy Events Centre in Rotorua from Sunday 29 September to Wednesday 2 October. The guidelines apply to all registered attendees, Komiti Pasifika, Aronui Tomua, Branch and Area Council.

Allowance rates

The rates below have been set by Te Kahu Kiwi to reimburse expenses incurred by members involved with 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 for reps who are not entitled to travel by air. If a rep is entitled to travel by air but chooses to drive their own vehicle, only the lesser amount between equivalent return airfare and actual mileage can be claimed. Do not claim petrol costs. Please refer to the Travel Arrangement Guide for more information.*

***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 attached to all expenses claimed except for mileage and day trip & overnight allowances, as these are reimbursed at set rates. An EFTPOS receipt is not a GST receipt.

Cash advances

Komiti Pasifika, Aronui Tōmua, Branches and Area Council may choose to give a cash advance to attendees. A cash advance is **not** an allowance, grant or entitlement. Attendees who receive this must return any unspent money to their Komiti Pasifika, Aronui Tomua, Branch or Area Council.

Treasurers must keep a record of cash advance approved requests, including payee's name, bank account, amount paid and payment date. Attendees who receive a cash advance must complete **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 most attendees arrive in Rotorua on Sunday and return Wednesday after Hui-a-Tau. Komiti Pasifika, Aronui Tomua, Branch and Area Council may choose to give a higher cash advance amount if an attendee's request is reasonable.

To request a cash advance, please contact your Branch, Aronui Tōmua, Komiti Pasifika or Area Council.

	<i>Sun 29 Sept</i>	<i>Mon 30 Sept</i>	<i>Tues 1 Oct</i>	<i>Wed 2 Oct</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 their 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 9th October 2024**. 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 10th 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 29th September until 13th October. For representatives who are entitled to travel by air but chooses to drive their own vehicle, only the lesser amount between the equivalent airfare and actual mileage can be claimed. 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”

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

Mid November (providing all costs related with Hui-ā-Tau are received & finalised): 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

Who pays for what?

	REPRESENTATIVE	OBSERVER	AC CHAIR / DUAL-CHAIR	PROVISIONAL MEMBER	PRESIDENTS ALLOCATION
TRAVEL (FLIGHTS & MILEAGE)	NATIONAL OFFICE	<ul style="list-style-type: none"> • SOUTH ISLAND – NATIONAL OFFICE • ALL OTHER OBSERVERS - BR / AT / KP 	NATIONAL OFFICE	NATIONAL OFFICE	NATIONAL OFFICE
ACCOMMODATION	BR / AT / KP	BR / AT / KP	AREA COUNCIL	AREA COUNCIL	NATIONAL OFFICE
MEALS (OUTSIDE OF HUI-A-TAU)	BR/ AT / KP	BR / AT / KP	AREA COUNCIL	AREA COUNCIL	NATIONAL OFFICE
AREA COUNCIL DINNER	AREA COUNCIL	AREA COUNCIL	AREA COUNCIL	AREA COUNCIL	AREA COUNCIL
CASH ADVANCE	BR / AT / KP	BR/ AT / KP	AREA COUNCIL	AREA COUNCIL	N/A