

## Travel Arrangements for Hui-ā-Tau 2024

Delegates flying to Rotorua on Saturday 28 September:

**Christchurch (some members), Dunedin, Gisborne, Hokitika, Invercargill, Kerikeri, Napier, Nelson, New Plymouth, Queenstown, Wellington (some members) and Whangarei.** Please factor this into accommodation bookings.

Delegates departing Rotorua on Thursday 3 October:

**Hokitika.** Please factor this into accommodation bookings.

All other travelers eligible for flights will be departing on Sunday 29 September and departing Rotorua Wednesday 2 October.

**Official observers for the Institute's annual meeting.** Branches that are entitled to only one representative at the Institute's annual meeting are also entitled to have one official observer.

Air Travel costs for such observers will be invoiced back to the Branch, Komiti Pasifika or Aronui Tōmua concerned.

Travel costs for Representatives home to the nearest airport and return will be reimbursed by National Office once the completed **Form B: Representative's Travel Expenses Claim** form is received. The online form will be available from Sunday 29 September to Sunday 13 October (inclusive).

Travel costs for Observers will be reimbursed by the represented Komiti Pasifika, Branch or Aronui Tōmua.

**Air travel is booked by the National Office based on the information provided in your registration. Those who require travel after the close of registration cannot be guaranteed a seat on the scheduled flights.**

# NZEI TE RIU ROA

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## TRAVEL TO AND FROM ROTORUA FROM YOUR HOME

***The following are entitled to have air travel to and from Rotorua, arranged and paid for by National Office:***

All Representatives and official Observers from SOUTH ISLAND Branches, Aronui Tōmua, Komiti Pasifika and Area Councils.

All Branch, Aronui Tōmua and Komiti Pasifika Representatives under Te Taitokerau, Te Pipiri Mananui o Nga Tataha-a-Maui, Taranaki and Te Whanganui-a-Tara Area Councils, including their Area Council Representatives (Chairs, Co-Chairs & Provisional Members).

***The following are entitled to use a personal motor vehicle and be reimbursed .83c per kilometre for return travel from their home to Rotorua:***

All Branch, Aronui Tōmua and Komiti Pasifika Representatives under Auckland, Counties-Manukau, Waikato and the Bay of Plenty Area Councils, including their Area Council Representatives (Chairs, Co-Chairs & Provisional Members).

We are aware that some branches intend travelling by motor coach or minibus – a great idea.

Such arrangements are the responsibility of individual Branches, Aronui Tōmua, Komiti Pasifika & Area Councils. National Office will contribute to the cost of such hire, **provided approval has been sought prior to hiring.**

***The following are entitled to select the most convenient mode of travel, depending upon their location, (i.e. distance from Rotorua).***

All Branch & Aronui Tōmua Representatives under Te Haunui Central and Central East Area Councils, including their Area Council Representatives (Chairs, Co-Chairs & Provisional Members).

Otherwise, it will be assumed that Representatives and official Observers will make their own travel arrangements by road.