



New Zealand Inline Hockey Policy

NZIHA Board Expenses Reimbursement Policy

Purpose

To establish allowable expenses for members of the Board of Directors & General Manager and set out the process for payment of these expenses.

Policy

Board members shall be entitled to be reimbursed for their reasonable expenses incurred in performing their duties.

Detailed original receipts are required for all expenses claimed for reimbursement except for per diems e.g. the kilometer reimbursement.

- Original Boarding passes
- Credit card receipts
- Receipts from merchants

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the Board.

Scope

NZIHA expects volunteers to act responsibly and professionally when incurring and submitting costs. The organization will reimburse volunteers for reasonable expenses on pre-approved business. This includes, for example, meals, telephone and fax charges, and purchases made on behalf of the organization. In all cases Board Member expenses will be presented to the Board for approval.

Transportation

- NZIHA will make air bookings for Board members attendance at meetings
- Transportation costs will include, taxi, bus, car rental, use of personal vehicle and parking costs.
- Where travel is shared with other family members in recognition of a dual purpose the principles of the Subsidy policy will apply a 50% reduction to reimbursement.

Accommodation

- Accommodation for NZIHA Board Meetings or business will be booked and paid for by NZIHA.
- Reimbursable accommodation expenses include, internet access, one phone call home.
- Where one Board Member hosts another board member at their home in recognition of hospitality extended the Board Member may request \$30.00 per night
- Where travel is shared with other family members in recognition of a dual purpose the principles of the Subsidy policy will apply with a 50% reduction to reimbursement

Responsibility

It is the responsibility of each Board member to submit claims for reimbursements.

All expenses claims submitted by Board members will be approved by the Board.

No hospitality is to be incurred by any Board Member without presentation of a budget and purpose to the Board for approval in advance of extending any hospitality.

PROCEDURE:

Board members shall complete the Expense Claim Form, attach required receipts, and bring to the next face-to-face Board meeting.

Reference Board Manual and Policies

NZIHA will reimburse all reasonable expenses incurred by Board Members in the carrying out of their role.

1. All personnel expense reimbursement claims will be processed at Board level for the protection of both the organisation and the individual