



Regional Leader Reimbursement of Expenditure Policy

PURPOSE

- To enable efficient procedures to be set up to allow reimbursement of legitimate and reasonable expenses while conducting Dairy Women's Network business activities
- Set a minimum standard for private vehicles as stated in the ACC Safe Driving Policy.
- To allow a transparent trail for reimbursement for audit purposes.
- Ensure all Regional Leaders have a clear and concise understanding of policies and procedures for travel and expenses reimbursement.
- Provide the appropriate level of accounting and business controls for the organization to ensure that expenses are reviewed and approved by an appropriate person and operates within budget.

SCOPE

This policy and procedure applies to all Regional Leaders within the Dairy Women's Network.

DEFINITIONS

'Dairy Women's Network' also known as 'Network for Women in Dairying' as per Trust Deed.

Any questions related to the content of this policy or its interpretation should be directed to your Hub Leader in the first instance.

PROCEDURE

Dairy Women's Network expects Regional Leaders to act responsibly and professionally when incurring and submitting costs. The organisation will reimburse Regional Leaders for expenses on a pre-approved and case by case basis.

TRAVEL GUIDELINES

Dairy Women's Network does not pay for local travel to and from events that you facilitate or attend within your region if Regional Leaders use their vehicles for Dairy Women's Network business.

Private vehicles used for business use.

Dairy Women's Network will not be responsible for maintenance, traffic or parking violations. Regional Leaders are responsible for ensuring that any vehicle utilised to travel on behalf of Dairy Women's Network is properly registered, has a valid WOF and insurance, and is used for the conditions it is designed for. All cost in ensuring that vehicles meet minimum vehicle standards are the responsibility of the Regional Leader.

Regional Leaders driving private vehicles for business use have the following responsibilities

- Hold a current driver's license for the correct classes of vehicle and ensure that endorsements are valid
- Comply with the New Zealand Road Code and all traffic laws, rules and regulations



- Comply with safe driving policies
- Wear seat belts at all times (front and rear seatbelts)
- Avoid aggressive road behaviour
- Driving under the influence of drink, drugs or medication is prohibited
- Do not hold or manipulate a phone to make or receive calls or texts when driving (unless the phone is completely voice activated)
- Not drive when fatigued, as judgement of risk is reduced, reactions are slower and ability to concentrate is reduced

Regional Leaders can claim for travel expenses

1. For events they are asked to attend outside of their region
2. When asked to represent at an event on behalf of DWN management
3. When volunteering for something outside their role and travel has been approved to fulfil the role.

Travel Claim Guidelines

- Regional Leaders can claim up to 200 km for a return journey using their own vehicle and the official IRD mileage rate for an approved pre-approved travel claim. The onus is on the Regional Leader to check the rate on the IRD site at the time of the claim. <http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/emp-deductions-allowances-mileage.html>
- If the return journey is longer than 200 km, pre-approval must be obtained. Travel vouchers or rental cars will be approved on a case by case basis.
- If a car rental is approved, Dairy Women's Network Head Office will organise the booking. Regional Leaders will be reimbursed for the fuel costs associated with renting a vehicle.
- When an overnight stay is required the Head Office will organise overnight accommodation. Where possible Dairy Women's Network applies a policy of shared Regional Leader accommodation. If single accommodation is preferred, when shared accommodation is an option, the Regional Leader will have to pay the difference between shared and single accommodation. Discounted room rates should be requested at the time of room booking.
- Any expenses incurred by Regional Leaders for requested attendance outside of their region shall be submitted for approval by the CEO within 20 working days. Reimbursement to the claimant will take place within five (5) working days after the approval of the expense.
- Reasonable meal costs incurred while travelling to attend out of region events at the request of management shall not exceed the value of up to \$70.00 per day for all meals. NB: no alcohol will be covered.

GENERAL

- The replenishment of any resource box items or Dairy Women's Network collateral can be ordered through Head Office using the Stationery Order Form. Regional Leaders are to send in any orders as far in advance of an event as possible to allow for any ordering and/or delivery delays that may be encountered.



- For any additional stationery requirements that are not included on the Stationery Order Form, for example printing of event registration lists sent out from Head Office or Event Safety Plans, a stationery voucher will be issued to each regional group one (1) time per financial year to the value of \$100. The Regional Leaders must use this voucher solely for Dairy Women's Network purposes and not for personal use.
- Regional Leaders will be provided with a uniform to be worn at all times when representing Dairy Women's Network. The uniform consists of a branded shirt (choice of two styles) and a name badge. An additional shirt or a branded jacket may be purchased at the expense of the Regional Leader. It is the responsibility of the Regional Leader to keep the uniform neat and clean and suitable for business use. Uniforms can be ordered through Head Office.
- Regional Leaders are able to access funding for speakers. Applications for funding to be submitted on the appropriate form available from Head Office.
- Reasonable costs relating to Dairy Women's Network meetings and submitted on expense claim can be reimbursed. Groups are however encouraged to be self-funding.
- Costs of up to \$50.00 need the prior approval of your relevant Regional Manager. Costs over \$50.00 need prior approval from the CEO before incurring.

SUPPORTING DOCUMENTATION

- All claims shall be submitted on an expense claim form provided by Dairy Women's Network which shall include the date, time and purpose.
- All claims shall be accompanied by original receipts, invoices or vouchers
- All receipt/invoice/voucher must comply with the definition of a 'tax invoice' and include:
 - Name and GST number of the supplier
 - Date the tax invoice was issued
 - Descriptions of goods and/or services supplied
 - Total amount payable for the supply
- Note that GST is included.
- All claims must be submitted no later than 20 working days following completion of event.
- No payments of claims will be made until signed off by the CEO.
- Reimbursement shall be within five (5) working days.
- All expense claims and payment thereof are subject to subsequent audit.



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Expense Claim Form

All expense claims must be applied for via an DWN Expense Claim Form. Please ask your Regional Manager to send you a copy when submitting.

Reimbursement of Expenditure Claim Form								 DAIRY WOMEN'S NETWORK <small>success through inspiration</small>
Name:								
Bank Details:								
Date:				Managers Approval:				
Signed:				Approval Date:				
Date	Vehicle Costs <small>State total kms + 4 200m @ R2 rate per km *</small>	Vehicle Rental	Air Travel	Phone	Accommodation / Meals	Other (define)	Description <small>Purpose for incurred expense. E.g. Paid Workshop in Cambridge NB: Please note details of the attached</small>	Total Cost
Total								\$ -
<small>* https://www.ed.gov/nizhnes-updates/firm-rates-motor-vehicles.html</small>								
NB: All expense claims will be paid the following Monday after signed approval has been given								

RESPONSIBILITY OF APPROVAL AUTHORITY

The person responsible for approving expense claims shall determine whether the expenses being claimed are valid and eligible; have been incurred in compliance with the appropriate budget; have been adequately documented with supporting receipts etc. and that sufficient funds are available to cover expenditure. The person responsible for approving claims is your immediate line manager.

APPROVAL

This Regional Leader Reimbursement Policy was approved by the CEO of the Dairy Women’s Network in May 2021.

REVIEW DATE:	May 2023
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