

Travel Reimbursement Policy

Approving authority: Maungatautari Marae Committee
Issued: December 2009
Next review date: December 2010

1. Purpose

The purpose of this policy is to provide a consistent, transparent and cost-effective framework for the reimbursement of travel expenses for Marae business.

2. Scope

This policy applies to any person/s that is entitled to reimbursement for travel; under the conditions set out in section 5 of the Travel Reimbursement Policy.

3. Definitions

The definitions below are for the purpose of clarification for terms used in the Travel Reimbursement Policy.

- **Kaumātua** refers to any person/s active on the paepae or a delegated member of the whānau.
- **Marae Business** refers to any activity that is undertaken specifically for, on or at the Marae.
- **Marae Executive Committee** refers to the holders of the Chair, Vice-Chair, Secretary and Treasurer positions.
- **Tradesman** refers to a professional who works in Trade, usually relating to the building industry.

4. Approval Criteria

Approval for Travel Reimbursement for Marae business will be granted for:

- 4.1 Travel to pick up or deliver goods on behalf of/or for the Marae
- 4.2 Hui-ā-lwi where Marae representation is required excluding Te Kauhanganui hui and any other hui where attendees receive payment for attendance.
- 4.3 Travel to the Marae to conduct any of the following:
 - Custodial duties
 - Call outs for a specific purpose repair or urgent work
 - Meeting Tradesman at the Marae
 - Specific maintenance or special jobs authorised by the Marae Committee
- 4.4 Kaumātua travel for the following purposes:
 - Poukai
 - Tangihanga where there are at least 5 travelling person/s
 - A hui at the request of the King's office and the King is in attendance.
- 4.5 Marae Committee members who:
 - Attend the monthly Marae Committee hui (excluding Marae Hui) and who also....
 - Live outside of the Cambridge Town Belt

5. Conditions

Travel reimbursement is permitted under the following conditions:

- That approval for travel reimbursement subject to section 4 has been obtained from the Marae Committee or at least three of the Marae Executive Committee.
- That a Travel Reimbursement Form is kept and submitted to the Marae Committee for approval.
- That petrol voucher receipts are given to the Treasurer for GST for reconciliation purposes.

6. Reimbursement of Costs

Reimbursement will be paid to a recipient on a monthly basis in the accounts to be approved process of the Marae Committee Hui and presented at Marae Hui. The Marae will reimburse for travel on Marae business at the rates specified below, subject to section 5 above.

Mileage	Rate
1 - 150km	0.60¢ per km
151 - 300km	0.50¢ per km
301 -	0.40¢ per km

Trip to Maungatautari Marae	15km -150km @ 0.60¢ per Kilometre
Cambridge	30 km
Te Awamutu	49 km
Hamilton	63 km
Ngaruawahia	93 km
Taupiri	114 km
Huntly	118 km
Morrinsville	90 km
Matamata	90 km
Otorohanga	112 km
Te Kuiti	150 km
Tirau	80 km
Putaruru	132 km
Tokoroa	142 km

Trip to Maungatautari Marae	151km - 300km @ 0.50¢ per Kilometre
Tauranga	188 km
Auckland	294 km
Taupo	242 km
Rotorua	168 km

Trip to Maungatautari Marae	301km onwards @ 0.40¢ per Kilometre
Turangi	366 km
Whakatane	394 km
Wellington	996 km
Palmerston North	756 km

For Special Conditions refer to Marae Committee Minutes dated: 10/02/2010