



# Petanque New Zealand

## Policy of Financial Contribution and Reimbursement

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### Who is eligible

Petanque New Zealand (PNZ) may pay, in part or whole, the actual and reasonable costs incurred by a member in respect of any PNZ business, provided that the member undertaking that business had prior approval from the Executive or if such approval is not possible, that the expenditure would be considered essential for PNZ purposes.

A representative player, and associated officials travelling to the event overseas, may receive from PNZ an individual and one-off contribution to the specific representative tournament, as ratified by the Executive and generally in accordance with this Policy.

### Notes

- Approval for any reimbursement required prior to expenditure, no exceptions.
- Reimbursement cannot not be made without provision of official receipts
- Accommodation claims only apply to PNZ business more than 60km from normal residence.
- Motor vehicle travel claims only apply to PNZ business conducted more than 30km from normal residence.

### Claimants

Claims by any PNZ member, including, but not limited to, members of the Executive, managers of specific areas, coaches, umpires, tournament directors, team managers, selectors and scorers, and others as deemed by PNZ Executive to be on official PNZ business.

### PNZ Business and officiating within New Zealand.

The following shall receive full reimbursement for travel costs as follows:

- PNZ Executive undertaking executive business
- PNZ nominated officials to undertake business or PNZ run events (e.g. training, selection camps)
- PNZ nominated persons officiating at national events – umpires, tournament directors and as determined by PNZ.

Travel – using the most cost-efficient option available. Airfares, shuttles, buses, trains, taxis, ubers paid in full. Travel by personal motor vehicle paid at a rate determined from time to time by the Executive.

- Current rate is 50c per kilometre.

Accommodation – using the most cost-efficient option available. All accommodation paid in full for the minimum number of nights required to complete the PNZ business.

Meals – reimbursed on a discretionary basis as agreed by PNZ Treasurer prior to attending the event.

- Alcohol and non-essential items will not be reimbursed.

### Overseas travel

Travel – Any official accompanying NZ players/Team overseas in an official capacity will receive the same subsidy as players for the nominated event.

From 2024 the subsidy is:

International events hosted in New Zealand (e.g. trans-Tasman or Oceania) receive **no** financial subsidy.

### International events held overseas.

- Non-world championship event - An individual player and official subsidy of \$100 applies.
- World championship events - an individual player and official subsidy of \$300 applies.

*PNZ reserves the right to apply a discretionary factor towards subsidies each financial year for reasons of exceptional circumstances (e.g. extreme cost or extreme logistics to attend such as Wallis and Fortune) or providing a team subsidy for gala dinner or similar.*

### ***How to make a claim***

All claims with appropriate receipts should be scanned and emailed, or the originals posted, to the PNZ Treasurer - [Treasurer@petanque.nz](mailto:Treasurer@petanque.nz)

Claims must be made within *two months* of incurring the expenditure.

Bank account details to deposit the claim to be included.