

## EXPENSES REIMBURSEMENT POLICY

### PURPOSE

The purpose of this policy is to provide guidance on the reimbursement of expenses incurred during the course of providing advice or services to SfTI at meetings or whilst attending approved SfTI workshops, conferences and/or capacity development events.

### POLICY

Any expenses reimbursed must relate directly to SfTI business. SfTI will reimburse all actual and reasonable expenses incurred by the event attendee or their organisation, subject to the limitations outlined below.

#### What SfTI will cover

- Event Registration – *Capacity Development pre-approval required*
- Course Fees not already covered by SfTI – *Capacity Development pre-approval required*
- Flights - cheapest available economy class fare only
- Accommodation (e.g. hotel costs) up to a maximum of \$200/night
- Uber, Taxi, and Public Transport costs
- Rental Car hire
- Private vehicle mileage to and from an event location, in line with the prevailing IRD mileage/kilometre rate at the time of reimbursement. Please note that no GST is payable on the mileage rate
- Parking charges where a private motor vehicle was used to attend the event

#### What SfTI will not cover

- Meal/Food costs (including beverages) while travelling
- Per diem allowances, unless previously agreed
- Flights or accommodation booked using loyalty/reward programme points (e.g. Air NZ Airpoints, FlyBuys)
- Gifts
- Entertainment costs
- Expenses already covered through a contractual arrangement with SfTI
- Expenses determined to be for personal use or have a personal benefit

**PLEASE NOTE:** It's important to attend your event. If you don't, SfTI may refuse to reimburse your institution. If you can't attend for whatever reason, please get in touch with SfTI as soon as possible. SfTI reserves the right to exercise its discretion in reimbursing institutions for costs incurred due to non-attendance.

## HOW TO CLAIM

SfTI works on the basis of reimbursing your host organisation or company. We do not accept personal invoices unless acting as a sole trader. Claimants are to seek reimbursement from their organisation or company in the first instance. Your organisation or company will then invoice SfTI to recover the cost of the reimbursement(s).

All invoices for reimbursement must be made out to:

SfTI National Science Challenge  
Callaghan Innovation  
PO Box 31310  
LOWER HUTT 5040

Email the invoice, **with receipts**, to: [InvoiceSfTIChallenge@callaghaninnovation.govt.nz](mailto:InvoiceSfTIChallenge@callaghaninnovation.govt.nz)

*For your reference, we have included with this Policy an invoice guide below to illustrate what key information must be included on your invoice to facilitate expedient payment.*

### IMPORTANT

All claims for reimbursement must:

- Be received by SfTI **within 90 days** of the date of the event to which the claim relates;
- Include all supporting documentation including itemised receipts, invoices, tickets, vouchers or other evidence to confirm expenditure. Where a private motor vehicle is used to travel to an event, a Google Map printout displaying the distance between departure and arrival points is recommended; and
- Include a copy of the authority to claim expenses from SfTI, such as a contractual arrangement with SfTI or email confirmation from a member of the SfTI Programme Office.

**Failure to comply with any part of this policy may result in your claim not being accepted or paid.**

**Effective Date: 1 April 2019**

Supplier's Full Name or Organisation  
Supplier's Full contact address  
Supplier's Contact phone number

## TAX INVOICE

SfTI National Science Challenge  
Callaghan Innovation  
PO Box 31310  
Lower Hutt

Invoice Date:  
Invoice Number:  
GST Number:

Attention: Name of SfTI Programme Office person commissioning the work

Email: [InvoiceSfTIChallenge@callaghaninnovation.govt.nz](mailto:InvoiceSfTIChallenge@callaghaninnovation.govt.nz)

Description	Hours	Rate	Amount (NZ\$)
Services (GST exclusive)			
Include name of SfTI project or event			
e.g. SfTI Clean Water Tech Mission Lab	4	\$100	\$400.00
		<b>Service Total</b>	\$400.00
		<b>GST @15%</b>	\$ 60.00
		<b>Subtotal</b>	<b>\$460.00</b>
<b>Disbursements</b> (GST inclusive)			
e.g. Return flights – Wellington to Auckland			\$650.00
Taxi from airport			\$85.00
		<b>Total NZD</b>	<b>\$1,195.00</b>

Payment terms: XX days from invoice date or 20<sup>th</sup> of the month following

Payment can be made directly to:

Bank account name:  
Bank account number:  
Branch: