

EXPENSES REIMBURSEMENT POLICY

A function of the SfTI National Science Challenge is to provide capacity development opportunities to its community by way of workshops and conferences.

Reimbursement of expenses can be made for the following:

- Event Registration
- Flights (cheapest available economy class fare only)
- Taxi / Public Transport costs
- Rental Car costs
- Mileage to / from an event location (in line with the current IRD calculated rate)
- Accommodation costs, i.e. hotel (up to a maximum of \$200/night) or a Koha if staying with family / friends

SfTI National Science Challenge **will not** reimburse the following:

- Meals while travelling
- Per diem allowances

An invoice (GST or otherwise) listing the expenses/s claimed, with requisite copies of receipts attached, should be addressed and sent as follows:

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

Email: InvoiceSfTIChallenge@callaghaninnovation.govt.nz