

Financial Reimbursements

Policy

This policy defines the rationale and extent of reimbursement of income for time spent on NZAC business by members

Principles:

1. Members are entitled to reimbursement for the time they spend on NZAC business
2. All members are encouraged to do some work on a pro-bono basis
3. In general, members should not be paid twice for their work
4. It is assumed that NZAC members work a five day week

NZAC Code of Ethics

7.3. Responsibility to the Profession

(c) Counsellors are encouraged to devote a proportion of their professional activity to services for which there is little or no financial return.

Background

Initially all members of National Executive were able to be released for their work for NZAC. Reimbursement for work became important when private practitioners began to work for the association and when organizations began to expect this. NZAC also has resolved that time taken away from weekend recreational time for members can be reimbursed and that NZAC will pay or reimburse for reasonable expenses. A rate for reimbursement and mileage was established in the late 1990s and it has not been reviewed until 2011.

In 2011 a reimbursement reference group was invited to review the reimbursement and mileage rates and their recommendations were considered at the National Executive meeting in March 2012.

The following are the list of reimbursements and expenses that have been approved by National Executives over the years.

a. Honoraria for National Executive Office Holders (see separate policy).

b. Reimbursements of income:

Compensation for members working on behalf of the Association, such as National Executive members, members of national committees, working parties, interview panels and others who have been invited to represent the Association, does not include preparation time which is expected to be time given on a voluntary basis.

1. All reimbursements of income must be linked to an item in the budget
2. The maximum reimbursement per weekday is \$300 (GST exclusive) (as at 1 April 2015) for a period of 8 hours or more
3. Reimbursements may be paid to the member concerned or their employer on the presentation of an invoice.

4. Where the member or employing organization is registered for GST they may invoice for the daily rate plus GST.
5. Reimbursement may be paid for a day or part of a day spent working on behalf of NZAC as well as for a day or part of a day spent travelling in order to work for NZAC.
 - i. Members are asked to consider the appropriateness of charging for travel or work conducted on a day when they have been able to earn their normal income.
6. When members work for the association on weekend days they may invoice for \$300 (GST exclusive) (as at 1 April 2015) per day as compensation for time worked. This was \$100.00 (GST exclusive) per 8 hours or over working day but was raised in November 2010 to the weekly rate).

The maximum amount for an 8 hour or over working day is \$300.00 (GST exclusive)

c. Incidental Allowances:

NZAC used to give an unreceipted incidental allowance of up to \$15.00 a day to cover personal toll calls and any other necessary and related expenses accompanied by receipts. This was changed in 2009. NZAC will pay for all reasonable expenses for personal needs. For example, telephone calls to stay in touch with family members. If personal toll calls are made at the hotel, for example, NZAC will cover this expense. NZAC will not cover business related expenses, e.g. staying in touch with clients. Most counsellors have mobile phone plans for this purpose.

d. Accommodation Expenses - see separate Accommodation and Meals Policy).

e. Travel Expenses:

Costs to travel to and from NZAC meetings are paid by NZAC as outlined below.

Air travel is booked through National Office (see separate policy Booking Air Travel). Other public transport can be arranged by the National Office or the NZAC member may arrange it at the best available fare and be reimbursed. No reimbursement will be given without approval and the receipt.

Other travel costs may include taxi fares, mileage, car storage, parking and rental cars.

The mileage rate for personal cars is .60c per kilometre (as at 1 April 2012). GST may be added if the claimant will declare this to IRD.

Rental cars may be used on occasions where public transport is unavailable or not cost-effective and with approval of portfolio manager/convenor. This can be arranged through National Office or the NZAC member may arrange it at the best available rates. No reimbursement will be given without approval and the receipt.

Reimbursement for use of personal motor vehicle

Principles:

1. Members are entitled to reimbursement of personal vehicle costs when travelling to undertake work on behalf of the association.
2. When other means of travelling are less expensive members should consider the appropriateness of using a private car

Policy:

1. When members are travelling for work on behalf of the association which is budgeted for in the National Budget they can be reimbursed for the costs of running their vehicle
2. The rate for reimbursement is \$0.60 cents per kilometre (as at 1 April 2012).
3. When travelling more than 300km members should check that a rental car is not cheaper
4. When a member chooses to drive on a journey where a flight is normally used the maximum reimbursement will be the lesser of the vehicle rate for the journey or the applicable airfare for the journey including transfers.
5. Members are responsible for insurance matters in relation to any private car that they are using for NZAC business. This includes both premiums and any excess if they are involved in an accident when driving a car on NZAC business.

Taxi chits are available for National Executive members and other representatives on selected occasions to travel to and from airports and around cities when walking is impractical or buses are not available. These will be sent from National Office.

f. Conference attendance for National Executive Members:

Conference registration, travel, accommodation, meals (outside those meals covered by conference registration) and the conference dinner are paid for National Executive members because there is a meeting held before the conference (and sometimes during the conference) and it is an opportunity for Executive members to meet other members. These costs may be covered for other persons (e.g. Newsletter Editor) but should be included in a Portfolio budget or approved by motion at a meeting of the National Executive.

As part of being an Executive member there is an expectation to attend the conference. To support Executive members to be there the costs are covered as outlined above. All NZAC members need to participate in professional development. Executive members' attendance at conference supports the view that conference is the central opportunity for NZAC members to gain professional development. It is expected that executive members will cover time spent at conference from their own budgets or professional development leave and therefore not need to claim this from the association. However, NZAC does not want Executive members to avoid attendance at the conference due to hardship and they may claim reimbursement if this is the case.

g. Meals – see the separate Accommodation and Meals Policy

Procedure:

Reimbursement of time

Individual claims are made by invoice within one month after the relevant meeting or activity and include the relevant information as detailed on the invoice template.

Representatives whose employers will be making a claim should advise their relevant administrator that they attended the meeting and ask them to forward an invoice to NZAC

Accommodation and Meals Expenses

Claims are added to this invoice as per the Accommodation and Meals Policy.

Travel Expenses

Travel receipts (parking, rental car) are added to the invoice that is then approved by the appropriate portfolio manager.

Incidental Expenses

Representatives add the costs of incidental expenses to their invoice and attach the GST receipts.

If NZAC is paying the accommodation costs directly, any incidentals, e.g. personal telephone calls, breakfast not included in the room rate is paid by NZAC by credit card on receipt of the accommodation's invoice.

The invoice is sent to National Office, either by post or email. All payments are made on receipt of the member's invoice. Payment will be by way of a direct credit to a bank account. When the claim includes a number of different events, the events should be recorded separately.

Related documents: Invoice template

Policy approved by National Executive: November 2008

Additions made: November 2010

Reimbursement level changed: February 2015

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