

1. All reimbursements will be made using the Eketahuna School Reimbursements Claim Form (see over).
2. Unless there are unusual circumstances the Principal's approval (or AP if Principal is not available) should be sought before attending courses, travelling, purchasing items etc.
3. If two or more staff are attending a course then it is expected that car pooling should occur.

4. Claiming Mileage

There is an option to take a lump sum payment or claim the actual cost per kilometre.

Pahiatua (50k's rtd)	Lump payment \$20	Actual Cost \$29
Masterton (83k's rtd)	Lump payment \$30	Actual Cost \$47.56
Palm. North (134k's rtd)	Lump payment \$60	Actual Cost \$77.42
Hastings (350k's rtd)	Lump payment \$150	Actual Cost (\$203)
Wellington (284k's rtd)	Lump payment \$120	Actual Cost (\$164.72)

All claims for mileage should be on the Claims Form and include the details of the course or meeting attended, date of the course and where the course was held. Trip estimates should be from and back to school, or whatever is the shortest distance.

5. Outdoor Education Allowances etc.

To be paid according to NZEI Collective Agreement

6. Other Expenses

Wherever possible all items should be purchased using the school order book (see Sarah at the office). Pay cash only in unusual circumstances.

To claim expenses use the Claim Form outlining the details – this would include items such as: school resources, equipment/materials for class use.

All expenses to be reimbursed must have the receipt attached.

Eketahuna Four Square: Please inform the office of small purchases to be made at the Four Square. Invoices given at the time of purchase must be handed in to the office and a description given of what was purchased to assist coding.

7. All claim forms must be signed by the Principal (or AP in the absence of the Principal) before being submitted to the BOT.

Signed _____ Date _____

BOT Chairperson

Review Date: 2015 or when changes are to the Collective Agreement.