

HOWICK CLUB INC.

SECTION TRAVEL AND ACCOMMODATION GRANTS GUIDELINES

PRESENTATION: The Executive Committee

- EXPENDITURE:**
1. Upon receipts of detailed applications priority will be given to providing funds. i.e. travel, accommodation and entry fees for club representatives to attend National, North Island or Regional Tournaments held under the auspices of the N.Z.C.C.
 2. Funds will be provided for a maximum of 16 competitors from any section in any one year (the year shall be the current financial year, in which the event takes place)
 3. If the section cannot enter 16 people the Club will pay only for those competitors who attend the National Tournaments, but if there are two National Tournament's, eg. Pairs and Singles, both can be entered providing no more than 16 competitors attend during the current financial year.
 4. Other Special Tournaments, Conventions or meetings will be considered On their individual merit and any decision so made will be without precedent.
 5. Club funding will be paid into the sections **authorised** funds up to maximum of 50% of the total cost of travel, accommodation and entry fees applied for.
 6. Funding will not be issued for accommodation for tournaments within the Greater Auckland area at the discretion off the Executive Committee.

- APPLICATIONS:**
1. The reverse side of this form is to be completed.
 2. Applications must be submitted for consideration at least six (6) weeks prior to the Tournament with relevant cost details.
 3. No applications will be considered in retrospect.
 4. The private mileage rate shall be as per the IRD Schedule (1351-2000cc). Milage is paid in multiples of 4 people car pooling.
(1 to 4 people = 1 car, 5 to 8 people = 2 cars etc.)

- GENERAL:**
1. All accounts **MUST** be forwarded to the Club.
 2. Estimated costs will be verified at the time of application.
 3. Private mileage payments shall not exceed the normal one (1) Epic airfare if applicable.
 4. Sections may be reimbursed for the GST content of any accounts paid by the Section i.e meals. Tax Invoice must be presented to the Manager of the Club for a refund to be arranged.

SECTION TRAVEL AND ACCOMMODATION FUND APPLICATION FORM

NOTE: Applications must be submitted for consideration, at least 6 WEEKS prior to the tournament with relevant cost details.

SECTION TO COMPLETE: **Section:** _____ **Convenor / Chairperson** _____

Date: _____

1) **EVENT** _____
 VENUE _____
 DATES _____

2)	CLUB REPRESENTATIVES	Ms No	CLUB REPRESENTATIVES	Ms No

3) **ESTIMATED COSTS**

1. Travel - Air	No. of people _____				
	Cost per person/ Return Flight	_____	\$	_____	
				TOTAL COST	\$ _____
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2. Travel -Car	No. of people _____				
	Rental car cost	_____	\$	_____	
No. of Cars _____					
No. of Kms _____	\$1.04 per km	_____	\$	_____	
				Est Total Cost	\$ _____
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3. Accommodation – Hotel / Motel	No. of people _____				
	No. of nights _____				
	Cost per person/ per night	_____	\$	_____	
				Est Total Cost	\$ _____
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4. Entry Fees	No. of people _____				
	Cost per person	_____	\$	_____	
				Total Entry Fees	\$ _____
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Total costs for travel / accommodation & entry fees				Gst Inc	\$ _____

Section - Contribution	Gst Inc	\$ _____
Section - Financial Statement as at date of application	Gst Exc	\$ _____

OFFICE TO COMPLETE:

Date:	Approved EX 00 A/C / Declined (circle)	Amount: \$ Gst inc.
Payment: 50% exp paid	Credited to: Section Authorised Account Debited from: Club funding Auth 00Acc Debit: 2-2060	Amount Journalled \$ Gst Exc.
Office:	Email Section confirmation that Grant has been actioned.	

On behalf of: _____

List the social events the section has hosted at the club in the last 12 months

List the club events the section has helped at in the last 12 months.
