



Fencing New Zealand

(Fencing New Zealand Incorporated)

Fencing New Zealand Tour Official, Team Manager and Coach Travel Expense Policy

Policy Statement

As part of Fencing New Zealand's aim to improve the quality of support provided to athletes for overseas tours and events, Officials, Managers and Coaches will be selected for all official tours. Selected individuals will have their travel, accommodation and other expenses covered based on the details covered in this Policy.

Related Policies

Tour Official Selection Policy

Travel

No later than 20 days prior to the event, after consulting with the official, manager and coach, FeNZ will provide a quote for economy class flights with the following factors considered –

- a. Home location
- b. Required arrival and departure dates
- c. Direct flights prioritised
- d. If no direct flights are available, an itinerary with the fewest connections with reasonable connection times will be chosen.

Unless notified otherwise, FeNZ will purchase the quoted flights.

If the official, manager or coach chooses to make their own travel arrangements, FeNZ will reimburse the official, manager or coach up to the value of the ticket quoted, on receipt of supporting receipts or documentation and a completed personal expense form.

FeNZ will also reimburse the official, manager or coach other reasonable costs on receipt of support documentation and receipts including transport between home and airport, taxes and visas.

Accommodation

Suitable accommodation will be agreed and either paid in advance by Fencing New Zealand or paid directly by the official and recovered via a complete personal expense form with supporting documentation.

Per Diem

Officials will be paid a per diem of NZ\$TBC for the days of the event or specific days of the event if their presence is not required for the whole time plus one day prior and one day after at NZ\$TBC per day.