

**STANDARDS TO BE MET**

Reimbursement of reasonable expenses for meeting attendance, as per policy 2.3.5 Payment for Participation on DHB Committees / Working Groups, can be claimed in the following manner:

1. Obtain prior approval from the member of the Executive Management Team who is responsible for the Committee / Working Group.
2. Approval will be confirmed in writing.
3. Committee member will submit an invoice with documentation of the approved expenses attached.
4. The Executive Management Team who is responsible for the Committee / Working Group will authorise payment from the appropriate cost centre and forward the invoice to accounts payable for payment.

**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 2.3.5 Payment for Participation of Non-Employees on DHB Committees and Working Groups
- Bay of Plenty District Health Board policy 3.2.2 Gifts, Sponsorship and Koha
- Bay of Plenty District Health Board Form FM.E9.1 Expense Claim

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