

## FRFANZ CONFERENCE FUNDING

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Due to some members not having a “agency” to help them fund their attendance to the FRFANZ conference, FRFANZ and the UFBA have negotiated with Fire and Emergency NZ to help assist those volunteers that have had to self-fund to attend the conference.

This funding will cover the actual and real costs, for one volunteer per Volunteer Fire Force who is a FRANZ member, that you have incurred to travel to the conference.

Funding will include as follows:

- 2 x nights’ accommodation up to the rate of \$150 + GST per night
- Real travel costs to attend conference: Either return mileage or flights from your home town to Auckland. If you choose to fly when it is cheaper to drive or the other way round, then the reimbursement will be based on the cheapest option

**The UFBA will be administering this for FRFANZ and you will need to complete an expense claim form, as attached to ensure you are reimbursed correctly**

PLEASE NOTE:

- All reimbursements will be done after the completion of the conference
- You must have your expense claim in by 2 of September 2017
- GST receipts must be presented with the expense claim
- All mileage will be calculated based on the Fire and Emergency policy rates
- You can only make a claim for one Association conference per year. So if you make a claim to attend the FRFANZ conference, you cannot make a claim to the UFBA conference (although you are welcome to attend both)
- Registration costs are not covered in this reimbursement

### **Volunteer Registrations**

One (1) volunteer from each Volunteer Rural Fire force who is a member of FRFANZ, is eligible for a complimentary conference registration.

To access this, register through the conference website using the following discount code:

**aVolunteer2017.**

Enter the discount code into the appropriate box on the first page of the registration process, then click ‘Apply Code’ and continue the registration process.