

Relevant excerpt from the Sensitive Expenditure Policy

Office and Workgroup Meetings – Away days/planning days/team days

Lunch will generally be appropriate if the meeting falls over a lunch period. Lunch or dinner may be appropriate depending on the timing and duration of the event. If there is a full day event, then lunch and either morning tea or afternoon tea may be appropriate. As a per person budget guideline, please refer to the table below:

Meal	Amount (\$NZD)
Breakfast	\$30
Light Lunch	\$25
Dinner	\$50
Morning/Afternoon Tea	\$15

- All amounts referred to are inclusive of delivery, service and transaction fees, GST, etc.
- If Away day/planning day/team meeting is less than 3-4 hours, then only morning/afternoon tea should be considered rather than a full meal.
- If spend is going to exceed \$300 Chief Executive approval is required.
- All amounts require one up pre-approval (who will not be benefiting from the expenditure). If the above budget guidelines are to be exceeded (e.g. due to catering costs at an external venue), pre-approval must be sought from a Tier 2 people leader. Unless the exemption above applies.
- NHC Toka Tū Ake may pay for a morning or afternoon tea to celebrate significant milestones or targets achieved by teams. This spend is up to \$15 per head (inc of delivery, GST and service/transactions fees).