

The Obedience Judges Association Training Costs Policy

The purpose of this policy is to detail the Obedience Judges Association's (OJA) position in relation to OJA members travelling for training purposes. This policy applies to OJA assessors, all OJA members seeking promotion and all trainees seeking appointment to the Dogs NZ Obedience Ribbon Trial/Open Trial Panel.

1. Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance and time. The principles of a justified training purpose, and moderate and conservative expenditure, are particularly relevant.
2. Motor Vehicles:
 - a. OJA members are expected to use private motor vehicles. The OJA will not pay for the hire of rental vehicles and their associated costs.
 - b. The OJA will not reimburse OJA members for travel that is less than 20 km return;
 - c. OJA members are required to fuel their motor vehicle before departure, during travel (if required) and upon return to their home. Fuel receipts are to be retained and must accompany the Request for Reimbursement.
 - d. Where motor vehicle travel is expected to be more than 400 km return, prior approval must be given by the OJA Management Committee.
 - e. The OJA will reimburse OJA members:
 - i. If the training is to take place at a show in which they have entered, the lesser of:
 1. 17.5 cents per kilometre return; OR
 2. Half the value of fuel used.
 - ii. If the training is to take place at a show in which they have not entered or at another venue, the lesser of:
 1. 35 cents per kilometre return; OR
 2. The value of the fuel used.
3. Air Travel:
 - a. The OJA will not pay for air travel for training purposes unless special approval has been approved by the OJA Management Committee prior to the OJA member's planned departure.
4. Accommodation:
 - a. If accommodation is required, OJA members are encouraged to seek a billet.
 - b. If no billet is available, accommodation should be cost-effective, taking into account the geographic location of the accommodation relative to where the training is being held, the standard of accommodation, and safety issues.
 - c. Detailed accommodation receipts must accompany the Request for Reimbursement. An EFTPOS receipt is not sufficient.
 - d. The OJA will not pay for mini-bar costs, meal costs, laundry costs or dry-cleaning costs.
 - e. The OJA will reimburse OJA members:
 - i. If the training is to take place at a show in which they have not entered or at another venue;
 1. Up to a maximum of \$150 per night; OR

2. Where the accommodation is shared with one or more other people, the pro-rated amount up to a maximum of \$75 per night.