

Travel Allowance Policy for AGM Attendance

Purpose

This policy supports eligible beneficiaries and named Whānau Trust trustees to attend the Wi Pere Trust Annual General Meeting (AGM) in person. It sets out who may claim, the amount payable and the conditions that apply.

Definitions

Beneficiary: A person recorded on the Wi Pere Trust beneficiary register.

Named Trustee: A person currently recorded as a trustee of an eligible Whānau Trust in the relevant Māori Land Court records or other Trust records accepted by Wi Pere Trust.

Eligibility

To receive the fixed \$300 travel allowance, an applicant must:

- Be a registered Wi Pere Trust beneficiary or a named trustee of an eligible Whānau Trust.
- Live outside the Gisborne District Council boundary.
- Attend the AGM in person and sign the official attendance register.
- Submit a complete and signed claim form within 14 calendar days after the AGM.
- Confirm that all information provided is true, complete and accurate.
 - If travelling with another beneficiary or named trustee in the same vehicle, ensure only one person submits a claim for that vehicle journey.

Guests, proxy attendees, online attendees, descendants who are not registered beneficiaries, and Whānau Trust representatives who are not named trustees are not eligible unless the Board approves an exception in writing.

Allowance Amount

The AGM Travel Allowance is a fixed payment of \$300 for an approved eligible beneficiary or named Whānau Trust trustee who meets the requirements of this policy. Only one allowance is payable where two or more eligible beneficiaries or named trustees travel together in the same vehicle.

The allowance:

- Is a contribution towards travel costs incurred in attending the AGM.
- Is not a reimbursement of actual costs and does not require receipts.
- Is non-transferable.

Claim Process

Applicants must submit a complete Travel Allowance Claim Form within 14 calendar days after the AGM. The Trust will verify AGM registration, attendance, beneficiary or trustee eligibility and compliance with this policy.

Approved claims will be paid by direct credit within 30 days after the claim deadline. Incomplete, unsigned or late claims may be declined. Where bank account details differ from those held by the Trust, verification may be required before payment.

Applicant Declaration and Verification

By submitting a claim form, the applicant confirms that:

- They are eligible to claim under this policy.
- They attended the AGM and completed the official attendance registration process.
- All information provided is true, complete and accurate.
- No false, misleading or incomplete information has been supplied.

The Trust may request further information, verify attendance and eligibility, decline a claim, withhold payment or recover any payment where a claim contains false, misleading, incomplete or inaccurate information.

A person who knowingly supplies false, misleading or incomplete information may have their claim declined and may be considered ineligible for future travel assistance at the discretion of the Board.

Overpayments

Any payment made in error, or as a result of false, misleading, incomplete or inaccurate information, may be recovered by Wi Pere Trust. The Trust may request repayment of an overpayment identified through verification or audit.

Privacy

Personal information collected through AGM registration and the claim process will be used to confirm eligibility, verify attendance, process payments, maintain audit records and administer this policy. Information will be managed in accordance with the Trust's privacy obligations.

Board Discretion and Budget

Travel allowance payments are subject to the annual budget approved by the Board. The Board may request additional information, determine eligibility in circumstances not specifically covered by this policy, approve reasonable exceptions and decline claims that do not meet the policy requirements. Any discretion will be applied fairly and consistently.

Policy Review

This policy will be reviewed annually, or earlier if required, to ensure it remains fair, effective, and aligned with the objectives of the Trust.