
 <p>MINISTRY OF EDUCATION Te Tāhuhu o te Mātauranga</p>	<p>PfS 2016 Inclusions & Exclusions for Attendees</p>	 <p>CONFERENCE INNOVATORS conference.co.nz</p>
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Guidelines for entitlement and claims

- Please note that all attendees must pre-register to attend from the invitation provided and be an approved school placement for that meeting, and within the maximum attendee allowance for that school.
- All travel and accommodation bookings must be made by the meeting organisers, Conference Innovators – if any of these items are booked and paid by attendees directly they will not be reimbursed by the Ministry (other than those listed below).
- A record of attendance is kept for meetings and reported to the Ministry. Attendees are expected to remain at the meeting for the entire day.
- It is expected that delegates will attend the meeting held in their region and that those who travel by car should car-pool with colleagues when two travel.

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> • Flights for school attendees if requested at point of registration • Car parking onsite at the venue or at the airport of departure • Pre-arranged return transfer from airport to the venue prior to the meeting and at the close of the meeting to the airport • Hotel accommodation for duration of meeting only as required: <ul style="list-style-type: none"> - for those who reside more than 1¼ hour’s drive or approx over 100kms from the meeting venue - for whom flights are not available to meet the start time of the meeting (pre) - for whom there are no flights after the end time of the programme, allowing for transfer and check-in time (post) • Breakfast daily in hotel restaurant only for those staying in house, to value of \$20-\$25 • Dinner each evening in the hotel restaurant only for those staying in house, to value of \$40-\$45 and excluding alcohol • Miscellaneous meal claims for those travelling long distance to attend, eg evening flight requiring dinner on route • Travel claims that are presented on the form supplied, within 2 weeks following meeting date (as specified on the claim form) • If travel claim is accepted mileage is payable as per current collective agreement rates: ie Primary – 0.58 Post-Primary 0.62 	<ul style="list-style-type: none"> • Alcohol at meals – own responsibility • Accommodation at hotel other than that provided for by the meeting organiser • Hotel room incidental charges such as internet, phone, dry cleaning, movies, mini bar (all user pays) • Change to flights (cost of any changes are at individuals expense) • Any request to extend accommodation is on a user pays basis including transfer • Teacher release fees • Bulk printing of resource material (any printing should be done at your school)