

## Financial process for deployment expenses reimbursement

### **Quick Tips Invoicing KVH for staff deployed in a response**

This guide is to assist KiwiNet member organisations prepare invoices for services supplied to KiwiNet in a response. The objective is to ensure invoices are supported by appropriate records to enable prompt settlement once received by KVH and Assure Quality.

### **Background**

KVH coordinates resources under KiwiNet on behalf of the Kiwifruit industry and supplies operational capability to the National Biosecurity Capability Network (NBCN) to assist MPI in the management of biosecurity emergencies. The NBCN is managed by Assure Quality on behalf of MPI. KVH has a memorandum of understanding with the NBCN which outlines the terms and conditions upon which the supply of services shall be provided. KVH invoices Assure Quality for resources provided in a response by KiwiNet members.

### **Process**

#### Step One

Staff deployed in a response to complete 2 timesheets each day they are working in the response.

- 1) Assure Quality (AQ) will supply a Biosecurity Time sheet (see copy attached) for each employee working in the response. Employees to record on this time sheet:
  - a. Any time spent travelling to the response before commencing working in the response,
  - b. The start time each day (time leaving accommodation to travel to the response zone),
  - c. The end time (the estimated time of arrival at accommodation after leaving the response zone),
  - d. Any kilometres travelled in own vehicle.

This time sheet to be left with AQ.

- 2) On an employer time sheet provided by the employer, the employee to record the same information as recorded on the AQ response time sheet. This time sheet to be forwarded to employer for processing through their payroll system.

#### Step Two

The Employer of staff deployed in the response to invoice KVH for staff time spent in the response and any mileage / travel cost (at the IRD rate). A copy of the time sheet for each employee to be provided with the invoice.

#### Step Three

KVH reimburse the employer for staff time spent in the response.

#### Step Four

KVH collates all KiwiNet member invoices for staff deployed in the response and invoices Assure Quality.

#### Step Five

Assure Quality check the KVH invoice against their time sheet records and reimburse KVH.

#### Note

Accommodation (where required) along with meals and any personal protective equipment will be provided to staff deployed in the response by Assure Quality. Reasonable incidental costs i.e. (meal cost if travelling long distance to commence work in the response) may be claimed and are to be recorded on the time sheets with copies of receipts supplied when invoicing KVH.

# Biosecurity Timesheet

Response Name: \_\_\_\_\_

NAME: \_\_\_\_\_ ROLE: \_\_\_\_\_ AQ BUSINESS UNIT: \_\_\_\_\_ Permanent / Casual (delete one)

RESPONSE LOCATION: \_\_\_\_\_ WORKSTREAM: OPS / SUR / MC / OM / LOGS / PLAN WEEK ENDING: / / 2017

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	SUMMARY FOR WEEK		
Date	/ /	/ /	/ /	/ /	/ /	/ /	/ /	Task	Hours	KMs
Ordinary hrs worked during the day (A) Non Response (AsureQuality Employees only)										
Response <b>Start Time</b>										
Response <b>End time</b>										
Response hours Hrs worked during the day (B)										
Total hours worked in the day including ordinary and response (A+B)										
Overtime hours calculated daily at number of hours over your normal working day (A+B minus normal working day usually 8hrs)										
KM's										

I certify that the above hours recorded each day are accurate.

Signature: \_\_\_\_\_  
(Employee)

Task Code: **6233-10-0000** \_\_\_\_\_

- 00001 Operations
- 00002 Logistics
- 00003 Movement Control
- 00004 Surveillance
- 00005 Organism Management
- 00008 Intelligence
- 00009 Planning

**Approved for Payment**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Hours and Vehicle Details to be completed by Employee	
Basic Hours	
OT1.5 - Response	
PT1 (Statutory Holiday)	
Day in lieu	
<b>Motor Vehicle Details (relating to Kms)</b>	
Vehicle Registration Number	
Company or Private Vehicle	
Business/Unit owning vehicle	

**Total hours checked by Personnel** \_\_\_\_\_  
(Date and Initial)