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| **Player Information** Name:    Super Rugby Team:    Provincial Union:    Contact phone number or email address:  Single Player (relocating without children) OR Family Player (relocating with children) **(Circle one)**    ***Please refer to the information sheet for details of what you are able to claim for.*** |

**Player’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

**Please complete both pages and send to the NZRU by:**

**Email –** [catherine.laing@nzrugby.co.nz](mailto:catherine.laing@nzrugby.co.nz)  **or Fax – 04 499 4224 or**

**Post – Catherine Laing, New Zealand Rugby Union, PO Box 2172, Wellington 6140**

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| **Accommodation details and costs**  Address:      Landlord’s name and contact details: [  Start date: I End date: I (ie the dates you moved in and out of the flat/ house)  Rent (weekly): I  ***Please attach a copy of your tenancy agreement***  Utilities – Water, Electricity, Gas (total): p  ***Please attach copies of all utilities bills that you are claiming for***    **Amount claimed (rent X number of weeks + utilities):** i[      **Relocation details and costs**  Flights: $ p Other (please describe): $ i  Storage: $ p  Moving company/ freight: $ [ [  ***Please attach copies of invoices for any relocation costs that you are claiming for***  Mileage (Kms): p Mileage: $ i  Date of travel: d  **Mileage reimbursement will be calculated at the following rate:**  *Car travel up to 200kms – 72c per kilometre per return trip*  *Car travel over 200kms will be reimbursed at 72c per km for the first 200km and then 10c per km over 200km per return trip*  **Amount claimed:** $ [  **(Note that the relocation component of the claim cannot exceed $2,500)**  **Total amount claimed (accommodation and relocation):** $ ]  **(Note maximum is $7,400 for Single Players and $9,500 for Family Players)** |

**Who can apply?**

Players selected in an Initial 2017 Super Rugby Squad (ie the squad of 32 players) who are relocating for the Super Rugby competition from a provincial union outside the base provincial region.

Players selected in an Initial 2017 Super Rugby Squad (ie the squad of 32 players) but are leaving after Investec Super Rugby this year can claim up to **50%** of the maximums set out below.

**How much can I claim?**

Single Players (players relocating without children) can claim up to a maximum of **$7,400**. Family Players (players relocating with children) can claim up to a maximum of **$9,500**.

The relocation component of a claim cannot exceed **$2,500**. Within the maximums set out above, the accommodation component is not restricted.

**What can I claim for?**

Players are able to claim for costs that are incurred at either their Super Rugby or Provincial Union base.

All claims must be for actual costs, and these costs must also be reasonable. Copies of invoices and / or email confirmations of the expenses incurred must be attached to your claim form.

*Relocation*

You can apply for reimbursement of actual and reasonable costs for relocation and this includes up to **three** return trips to home in addition to your actual relocation costs. This may include expenses such as flights, mileage, freight, and storage costs.

*Accommodation*

You can apply for reimbursement of **actual** and **reasonable** costs for rental accommodation and associated utilities, up to the weekly levels set out in the CEA ($350 p/w for Single Players and $500 p/w for Family Players). Notwithstanding these amounts, a Player may seek approval for reimbursement on an alternative basis where it would produce a lower total cost to the NZRU than this above formula.

Note utilities need to be associated with actual rental accommodation and may include expenses such as water bills, electricity or gas. However it does not include food, the telephone bill, Sky TV, contents insurance, mortgage repayments, furniture, lost bond, gardener, cleaner, baby sitter etc.

**When can I apply?**

Claims can be made on any or all of the following dates:

1. By 7 July;
2. By 8 September; and
3. By 10 November.

If you plan on submitting more than one application, please indicate this when you lodge your first application. You will be contacted by the NZRU to confirm your claim prior to payment, and clarify any questions that the NZRU may have. Payment will be actioned in the month-end NZRU payroll following the deadlines set out above.