

Getting Paid to Support an Action Group

What you need to know

Facilitators, subject matter experts and mentors can be paid for their roles supporting an Action Group if the group agrees to the cost and the details are recorded in the group Extension Plan

How do I get paid for an Action Group activity?

To be able to submit an invoice and have it paid, you must have registered to join RMPP Action Network as per the following instructions:

- Log in to your Beef + Lamb New Zealand account at www.beeflambnz.com
- If you do not have an account, select Login/Register at the top of the page and complete the *Create new account form*
- Once logged in, select *My dashboard* from the dropdown menu under your name
- Click *Join RMPP Action Network* from your *My dashboard* page to enter your details, clicking the box that asks if you will be an expert.

Invoices must be made out to Red Meat Profit Partnership and include the following information:

- The words 'tax invoice'
- Your name (or trade name) and address
- An email address if you wish to receive a remittance
- Bank account details for payment
- Date invoice was issued
- Invoice number
- GST number (if appropriate)
- Action Group name
- Action Group number
- Primary contact farmer name
- Extension Plan activity number
- Description of work undertaken – detailing whether facilitation or expert costs, along with the name of the facilitator or expert (excluding GST)
- Details of any disbursement (attach GST receipts)
- GST and total amount payable.

Disimbursements

- Mileage should be charged at the IRD approved rate
- Alcohol cannot be claimed for
- If you are purchasing a gift for a subject matter expert, farmer or mentor in lieu of payment this should be in the form of a gift card (excluding gift cards for the purchase of alcohol or for places where alcohol can be purchased). The gift card should not exceed \$100 in value. The purchase of the gift card can be claimed as a disbursement
- GST receipts for any disbursements must be attached with the invoice



Who can I ask for help?

Contact RMPP Action Network

☎ **0800 733 632**

✉ **info@actionnetwork.co.nz**

Send invoices to

rmpp@actionnetwork.co.nz

Red Meat Profit Partnership,
PO Box 715, Wellington 6140

IMPORTANT: If your invoice does not include the information listed above it will be returned and not paid. We appreciate a lot of information is being asked for, all of which is required due to the use of government and partner money in the funding of RMPP Action Network.

RMPP must receive your invoice by the 10th of the month. Invoices will be paid by direct debit on the 20th of the month following receipt of the approved invoice.

On receipt of an invoice being received by RMPP, a copy is sent to the group's primary contact farmer for review and approval. Once approved RMPP will process the invoice for payment.

A separate invoice must be sent for each Action Group activity. Invoices will not be paid if they contain costs for multiple Action Groups.

The amount of the invoice is deducted from the group fund.

Please note that the last day to submit Action Group invoices to RMPP for payment is 15 April 2021.

