



Subject **SuperGold Card Public Passenger Transport Scheme – Claim Procedures for Approved Organisations**

Circulation

New Zealand Transport Agency staff
Passenger Transport Advisory Group
Regional Authority Transport Officers
Local Government New Zealand
Bus and Coach Association
Fullers Ferries
Kiwi Rail
Audit New Zealand
Controller and Auditor General

Circulated by Richard Braae, acting Group Manager, Regional Partnership and Planning

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Purpose

To notify authorities and other stakeholders of the information requirements to support claims made to the Agency for SuperGold card passenger transport scheme payments.

Background

General Circular No. 08/09 “Public transport concession scheme for SuperGold card holders” described the policy and application of the scheme for public passenger transport. This Circular focuses on claiming and information requirements for payments by the Agency.

Claims to the Agency for SuperGold card scheme payments

- 1 Claiming will be via TAPS online.
- 2 Work category 522: “Super gold card trip payments” has been designated specifically for reimbursement of free travel.
- 3 Work category 523: “Super gold card administration” has been designated specifically to external administration that assists in the provision of Super Gold card trips.
- 4 Payments against these work categories above are shown on the online claim form as GST exclusive and are treated the same as other work categories. This is consistent with all other activities we fund.

- 5 Authorities in charge of public transport in each region that have agreed to join the SuperGold Card scheme and have an MOU signed by all parties will be able to make claims back to the date the scheme commenced within the particular region.
- 6 Allocation for these two work categories has been simply estimated for each region from a pro-rata (of the regions proportion of the NLTP) share of the total available allocation for each work category.
- 7 If it becomes apparent that the allocation provided is insufficient to meet the demand from within your region, you should approach the NZTA for a revision of this allocation as part of the standard monthly NLTP review process.
- 8 In 2008/09 the NZTA has set aside \$4.9 million of the total available \$18 million for this eventuality.
- 9 Allocations for each region are attached to this circular.

Monthly claim support form

- 10 An additional requirement in making a claim will be completing a monthly claim support form.
- 11 Here we expect information as follows:
 - i) for SuperGold card trip payments enter the trip, zone and/or operator (depending upon the basis of the MoU/ Agreement as part of the reimbursement process);
 - ii) provide the reimbursement rate (this will be 75% unless otherwise agreed for a specific service as agreed in the MoU/ Agreement);
 - iii) provide the actual patronage for the month against this trip, zone and/or operator.
- 12 If actual patronage is not possible for the previous month then provide two forms. One for the previous month's estimated boardings), and the other for the actual boardings for the month prior to that. This will allow for the numbers to be correctly reconciled. If expenditure is based on estimated patronage then please verify this on the form,
- 13 If possible also provide on the form the total patronage broken down into time period (morning/afternoon, evening, or weekend/ public holiday).
- 14 Note, in order to show as payment to the work category being GST exclusive (as applied in online claiming), NZTA take the trip payment (which is GST inclusive) and subtracts the GST component. The form allows for this.
- 15 Other actions required to complete the supporting form:
 - i) SuperGold card administration expenditure must also be claimed as GST exclusive and entered into sub categories on this form;
 - ii) There must be formal sign-off that the form and the information on it is correct and matches to that which has been submitted in TAPS claims online;
 - iii) Provide a signed copy of this form whenever making a claim to the NZTA; and
 - iv) Email the form as an excel file, to assist us in our monthly data analysis.
- 16 A copy of this form is also attached to this circular.

Memorandum of Understanding

- 17 A Memorandum of Understanding (MoU) with NZTA has already been sent to your approved organisation. The MoU must be agreed and signed by both parties before claims for payments under the SuperGold card scheme can be made by the Agency.
- 18 The MoU must include a copy of the monthly claim support form which will detail:
 - i) The services covered as part of the region's RPTP and the SuperGold card scheme;
 - ii) The average adult fare by zone, route or by transport operator;
 - iii) The reimbursement rate applied to (ii) above; and
 - iv) If weighted average reimbursement rates are used for claiming, supporting information must be attached to the MOU to show how this is made up.
- 19 This must be consistent with the information provided in the MOU itself.
- 20 Provision of this as an attachment to the MoU (Schedule 3), will mean the only detail you will need to provide to support your monthly claim will be patronage and administration expenditure detail incurred.

Enquiries

For further information please contact your NZTA regional representative.



Richard Braae
Acting Group Manager, Regional Partnership and Planning

SuperGold Card 2008/09 (provisional) base allocation

Approved Organisation	SuperGold Card Trip Payment Allocation work category 522	SuperGold Card Administration Allocation work category 523
Northland Regional Council	\$44,000	\$11,000
Auckland Regional Transport Authority	\$6,862,000	\$120,000
Environment Waikato	\$458,000	\$70,000
Environment Bay of Plenty	\$267,000	\$49,000
Gisborne District Council	\$9,000	\$4,000
Hawkes Bay Regional Council	\$57,000	\$13,000
Taranaki Regional Council	\$51,000	\$12,000
Horizons Manawatu-Wanganui	\$119,000	\$23,000
Greater Wellington	\$2,520,000	\$120,000
Nelson City Council	\$22,000	\$7,000
Marlborough District Council	\$8,000	\$4,000
Environment Canterbury	\$1,278,000	\$90,000
Otago Regional Council	\$245,000	\$60,000
Invercargill City Council	\$56,000	\$13,000
Regional Total	\$12,000,000	\$600,000
Total NZTA reserve	\$4,900,000	
Total 2008/09 Allocation	\$16,900,000	\$600,000

ACTUAL/ESTIMATE

Super Gold Card Monthly Claim (supporting information)



Regional Authority:

Month Reporting:

October

Trip route/ Zone (or Operator)	Average Adult Cash Fare	Reimbursement Rate (%)	Average Fare (@ Reimbursement Rate)	Total "Super Gold" patronage	Current Year Total claim payments	Current Year Total allocation
Super Gold card trip payments (work category 522)						
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TOTAL					<input type="text"/>	<input type="text"/>

Total Super Gold trip payments for the previous month (GST inclusive): GST incl

Total Super Gold trip payments for the previous month (GST exclusive): GST excl

	Current Year Total claim payments	Current Year Total allocation
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Super Gold card administration (work category 523)

Preparation/ administration of super gold agreements: GST excl

General administration of super gold card scheme: GST excl

Monitoring and reporting of scheme users: GST excl

Preparation/ Management of super gold database systems: GST excl

Other establishment costs (e.g. driver/ patron education and promotion): GST excl

Total Super Gold administration for the previous month (GST exclusive): GST excl

Time period of patrons off-peak travel	Total "Super Gold" patronage
Monthly patronage	
Mornings/ Afternoon travel:	<input type="text"/>
Evening travel:	<input type="text"/>
Weekend/ Public holiday travel:	<input type="text"/>
TOTAL	<input type="text"/>

Certification (to the best of regional authority's knowledge) claim made is correct:

Signature: Date:

Name:

Title: