

ACCOMMODATION AND FLIGHT REIMBURSEMENT PROCEDURE

**(There is the ability to receive a subsidy for flights and accommodation costs where required by a course that is not offered locally. If you have been granted this subsidy you will have been notified of this via your funding approval letter.)*

Travel/Accommodation allowance

The HWD (Health Workforce Directorate, formerly HWNZ) approved travel/accommodation allowance is available for trainees who are required to travel more than 100kms each way from their normal place of work to their tertiary provider in order to attend compulsory study blocks. *The allowance is capped at a maximum of \$1,000.00 (plus GST) per 30 point paper, or \$500.00 (plus GST) per 15 point paper, per semester. Within this subsidy, the accommodation component is capped at \$100.00 (plus GST) per night. The travel allowance is a subsidy only. Any costs over the funding cap must be met by the trainee.*

Booking Flights and Accommodation

Trainees are responsible for booking their own flights and accommodation for study blocks. We advise you to book your flights early to ensure you can get a seat, and flights booked early are also likely to be less expensive. High flight costs may reduce the amount available from your funding allowance to cover accommodation, therefore the cheapest possible option should be selected when booking flights.

***Accommodation & flight bookings made and paid for through overseas companies or other non-New Zealand agencies**

Payments made through overseas companies (for example: Wotif, Booking.com, Airbnb, Webjet, etc.) do not have a New Zealand GST component, therefore the GST amount cannot be claimed. Due to this, your reimbursement will differ slightly depending on whether you have booked through a NZ GST registered business or a non-NZ agency, as follows:

- **For travel booked through a NZ GST registered business:**
 - **Flights:** The net amount that you paid for your flights will be reimbursed to you, while only the GST exclusive cost of your flights will be deducted from your \$1,000.00 travel allowance.
 - **Accommodation:** Within the accommodation cap, you will be eligible to claim \$100.00 per night, plus \$15.00 GST per night. The total \$115.00 GST inclusive amount will be reimbursed to you, while only the GST exclusive amount of \$100.00 will be deducted from your travel allowance.
 - *If you have used the majority of your \$1,000.00 travel allowance and you submit a reimbursement but you do not have enough remaining to cover this, then only the remaining balance of your allowance will be reimbursed to you, plus GST.*

- **For travel booked through a non-New Zealand agency:**
 - **Flights:** The net amount that you paid for your flights will be reimbursed to you and deducted from your \$1,000.00 travel allowance.
 - **Accommodation:** Within the accommodation cap, you will be eligible to claim \$100.00 per night only, as we cannot claim a GST component. The \$100.00 GST exclusive amount will be reimbursed to you and deducted from your travel allowance.
 - *If you have used the majority of your \$1,000.00 travel allowance and you submit a reimbursement but you do not have enough remaining to cover this, then only the remaining balance of your allowance will be reimbursed to you.*

After attending the study block

Please assemble the following essential documents:

- Flight e-tickets showing destination and dates of flights
- Flight e-receipt showing payment made
- Motel/hotel accommodation invoice **showing GST number and GST component** (where applicable)*
- **Original** receipt showing payment made, or a copy of a bank statement page showing the payment
- Bank deposit slip or copy of bank statement showing name and account number (for non CDHB staff)

Either send or email copies of these to:

Lauren Huck
Postgraduate Nursing Education Office
Manawa
Level 5, 279 Antigua Street Christchurch 8011.

After processing and approval, reimbursements for non CDHB staff will be direct credited to your bank account. For CDHB staff the reimbursement will be included within the employees next scheduled fortnightly pay (this may take 1-2 pay cycles). You can check if the reimbursement has been included by viewing your payslip details via the Max portal.

Other expenses not covered

HWD travel funding only covers the cost of the accommodation (up to \$100.00 per night (plus GST)) and the flights. All other costs e.g. travel to and from the airport, credit card fees, meals, flight seat selections, etc. must be met by the trainee. Extra nights stayed (additional to those required to attend the course) are not covered.

If you have any queries please contact the Postgraduate Nursing Education administrator on 364 0063 or email Lauren.Huck@cdhb.health.nz