

# ACCOMMODATION AND FLIGHT REIMBURSEMENT PROCEDURE

## Travel/Accommodation allowance

The 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 (plus GST) per 30 point paper, or \$500 (plus GST) per 15 point paper, per semester. Within this subsidy, the accommodation component is capped at \$100 (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 Wotif, Webjet and other non-New Zealand agencies**

Payments made through overseas companies (e.g. Wotif, Booking.com, Airbnb, Webjet etc.) don't have a New Zealand GST component so the full amount we reimburse will be allocated against your funding allowance (within the \$100/per night cap for accommodation). *In comparison, if accommodation and/or flights are booked through a company that **is a NZ GST registered business** then the total amount paid inclusive of GST will be reimbursed but the amount less GST will be deducted from your travel allowance.*

## 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

HWNZ travel funding only covers the cost of the flights and accommodation up to \$100 per night (plus GST). All other costs e.g. travel to and from the airport, credit card fees, meals 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](mailto:Lauren.Huck@cdhb.health.nz)