

## TRAVEL REIMBURSEMENT PROCESS

A subsidy for flights and accommodation costs can be applied for when compulsory attendance is required by a course that is not offered locally.

**If you have been granted this subsidy, you will have been notified in your funding approval letter.**

### Travel/Accommodation allowance

The Health Workforce Directorate (HWD) 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 per 30-point paper per semester, or \$500 per 15-point paper per semester.

The accommodation subsidy is capped at \$100 (+ GST) per night. 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.

We advise to book your flights early to ensure you can get a seat and flights that are booked early are likely to be cheaper. If you book expensive flights this will affect the amount available to cover accommodation, so we suggest you book the cheapest flight fare possible.

#### **IMPORTANT INFORMATION TO KNOW BEFORE YOU BOOK YOUR TRAVEL**

Bookings made & paid through overseas companies, or other non-New Zealand agencies, like Booking.com, Webjet, Airbnb, Wotif, etc., do not have a New Zealand GST component and therefore the GST component cannot be reimbursed.

This is how your reimbursement will be affected depending on how you book your travel:

#### **If you book and pay through a New Zealand GST registered business:**

- **Flights:** The full GST inclusive amount that you paid for your flights will be reimbursed.
- **Accommodation:** The full accommodation allowance of \$115 (\$100 + GST) per night will be reimbursed.
- Only the GST exclusive cost of your flights and accommodation get deducted from your travel allowance.

#### **If you book through a non-New Zealand agency:**

- **Flights:** The **GST exclusive** amount of your flights will be reimbursed.
- **Accommodation:** The **GST exclusive** amount of \$100 per night will be reimbursed.
- Only the GST exclusive cost of your flights and accommodation get deducted from your travel allowance.

#### *Example*

	Cost (incl. GST)	Cost (excl. GST)	Reimbursed to you If you book and pay through a New Zealand GST registered business	Reimbursed to you If you book and pay through a non-New Zealand business/agency	Amount deducted from your travel allowance no matter how you book/pay
Flights	\$200.00	\$173.91	<b>\$200.00</b>	<b>\$173.91</b>	\$173.91
Accomm. (per night)	\$115.00	\$100.00	<b>\$115.00</b>	<b>\$100.00</b>	\$100.00

**Please note:** If you submit a reimbursement claim but you do not have enough of your travel allowance to cover your new claim, only the remaining balance of your allowance can be reimbursed.

**Please submit your travel reimbursement claim no later than 1 week after the end of the current semester.**

After you have travelled, please send these documents to [PostGraduateNursingOffice@cdhb.health.nz](mailto:PostGraduateNursingOffice@cdhb.health.nz)

**1. E-ticket and Flight receipts showing**

- ✓ Traveller name
- ✓ Flight dates
- ✓ Destination (we will only cover the destination you were approved for)
- ✓ Amount paid
- ✓ Date paid

**2. Tax Invoice from the accommodation supplier showing**

- ✓ Date the invoice was issued
- ✓ Guest name
- ✓ Check in and check out dates
- ✓ Accommodation provider details including address, contact details & GST number (if applicable)
- ✓ A description of the charges (see bottom of the page for examples of expenses we do **not** fund)
- ✓ GST component of the invoice (if applicable)

**3. Non-Health NZ | Te Whatu Ora staff**

You will need to provide a bank deposit slip or bank statement showing the bank logo, your account name and account number **with each reimbursement request** please.

**Please note:**

**DEADLINE:** Please submit your travel reimbursement claim no later than 1 week after the end of the current semester.

You are required to send clear copies of all original tax invoices and proof of payments. Please keep all original paperwork relating to your travel and make it available if requested.

A bank or credit card statement may be requested to verify the payment.

Providing the correct supporting documents will help us process a speedy reimbursement

**How will you get reimbursed?**

**Health NZ | Te Whatu Ora staff** - After processing and approval, the reimbursement will be included in your 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.

**Non-Health NZ | Te Whatu Ora staff** - After processing and approval, the reimbursement will be direct credited to your bank account.

**Other expenses that are not covered by this funding:**

HWD travel allowance funding only covers the cost of accommodation (up to \$100 + GST per night) and flights (to the approved destination).

Examples of additional costs that are **not** covered

- Extra nights stayed (additional to those required to attend the course)
- Travel to/from the airport
- Credit card fees
- Meals/room service
- Seat selection on flights, etc.

If you have any queries, please contact us - [PostGraduateNursingOffice@cdhb.health.nz](mailto:PostGraduateNursingOffice@cdhb.health.nz)