

Postgraduate Nursing Education (PGNE) Employers Claiming for Release Time

All claim queries should be directed to the PGNE Administrator, DDI 470 9673 or via email PGNEfunding@southerndhb.govt.nz

Making a Claim

Complete the [Funding Reimbursement Release Time Claim form for Employers](#)

Please do not submit an invoice with this claim. Once your claim has been approved a Purchase Order (PO) number will be assigned to this claim for you to invoice against.

- All claims should be submitted as soon as possible at the end of the funded period and must be received by 31 March the year following.
- Claims to be submitted via email to PGNEfunding@southerndhb.govt.nz
- Total claims for release time must not exceed the allocated amount funded as indicated in the funding agreement and trainee release plan.

Invoicing Claims

Once approved and purchase order number has been advised invoices can be submitted.

Invoices **MUST** be submitted to Health New Zealand | Te Whatu Ora, Finance, Private Bag 1970, Dunedin 9054

In addition to legal tax invoice requirements your invoice should include:

- Attention cost code 430-5215 and reference to the Purchase Order Number
- Bank account details for payment.
- The name of the employee that the claim relates to (one claim per employee)
- Relevant details based on your authorised claim and PO number.
- Your invoice should be an original document or be clearly marked as 'copy.'