

Postgraduate Nursing Education (PGNE) Travel Reimbursement Process document

A subsidy for flights and accommodation can be granted as funds allow for those funded RNs who are required to attend compulsory study blocks for courses not undertaken locally.

To be eligible for travel and accommodation funding a trainee's place of work must be ≥ 100 km each way from their place of study.

The subsidy is capped at a maximum as per the funded RN's trainee release plan. Any other costs that exceed the maximum amount funded, must be met by the trainee.

Trainees are responsible for booking their flights and accommodation.

We advise that you book your flights early to ensure you can get a seat and flights that are booked early are likely to be cheaper.

How to get reimbursed.

Please retain all supporting documentation for reimbursement claims, e.g. travel and accommodation receipts as proof of payment, and petrol receipts for mileage claims as evidence of road claims. *We advise doing this even if you have not received a travel and accommodation subsidy from the start as at times funding does become available and we can advise this during the semester.*

A copy of submitted documentation should be held by the claimant for their records.

The [Travel and Accommodation Claim Form](#) must be completed and sent with all requested documentation to the PGNE Administrator, electronically (pdf format) preferred to PGNEfunding@southerndhb.govt.nz

Claims can be sent once during the semester, once costs have been incurred and study blocks attended, (note: mileage cannot be claimed in advance) and will be processed after the last study block date.

Supporting documentation required:

Bank Account details

You need to provide a bank deposit slip or bank statement showing the bank logo, your account name in full, and your account number for the reimbursement to be paid. **This is required for every claim that you submit for reimbursement.**

Flight details

E-ticket and Flight receipts must show the following:

- Travellers Name
- Dates of Flights
- Destination (only the destination you have been approved for will be covered)
- Amount Paid
- Date Paid

Note: Air travel claims are for ticket costs. Airpoints cannot be reimbursed. If you have used a credit for a previous flight, please also include the original flight details.

Accommodation details

Tax Invoice and Receipt from the accommodation supplier showing the following:

- Date invoice was issued
- Guest Name (must be the funded RN name)
- Check-in and check-out dates
- Accommodation provider details including address, contact details and GST number
- A description of the charges and cost
- GST component of the invoice

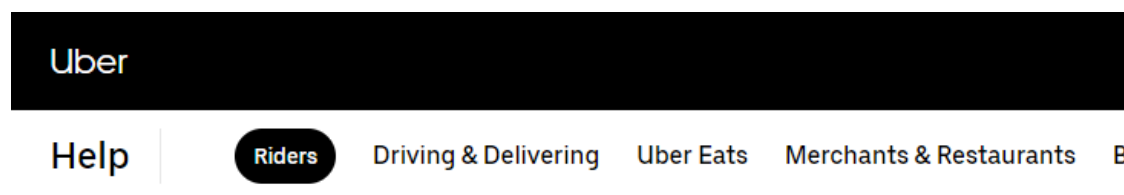
Note: Confirmation of accommodation bookings are not invoices/receipts and can not be used for reimbursement purposes.

Uber details

Tax invoice and Receipt showing the following:

- Date invoice issued
- Destination from and to
- Amount of fare
- Clear evidence of the fare being paid

Accounts have provided the following instructions on how to get an invoice for your Uber trips.



[Home](#) > [Account](#) > [Receipts and invoices](#)

I need a trip invoice

To receive trip invoices for tax purposes, you need to create a tax profile with Uber. To do so:

1. Go to your [Uber tax profile](#).
2. Enter your tax information.
3. Tap **Submit**. You can then download invoices for each trip you take.

The information you provide:

- Must be legally correct
- May be verified by tax authorities
- Will appear on your invoices

To download a trip tax invoice:

1. Sign in to riders.uber.com/trips.
2. Navigate to **My trips**.
3. Choose the trip for which you need the invoice.
4. Select **View detail**.
5. Select **Download invoice** located in the top right corner.

We're working to make invoices available through the Uber app.

Mileage

Please provide petrol receipts as proof of travel by vehicle. Dates must be no more than a day or two on either side of your study blocks.

The travel and accommodation subsidy does not cover the use of organisation/business vehicles.

Taxis / Shuttles or Parking

Claims can be submitted for taxis, shuttles and parking for travel to and from airport training providers and airport parking costs.

Please provide receipts that include the date, time and amount paid.

Shared Costs

Trainees may want to share costs of travel and accommodation where it would be a sensible use of funding to do so. If, for example, a cohort were travelling to the same training provider on the same dates, it would be financially beneficial to share a vehicle (if travelling by road) and accommodation. However, **transparency is essential**; there is an expectation that any claim documentation submitted reflects shared costs.

Indicate clearly on your claim where costs have been shared with another funded trainee. Each trainee should request their own separate documentation with their name on it to assist with the claim process.

Please do **not** cover costs for other funded nurses, e.g. by paying for one block of accommodation each. If sharing costs, divide the cost of each stay, as claims should reflect the funded nurse's individual costs.

Mileage should not be claimed more than once for the same journey and copies of accommodation invoices should clearly indicate where accommodation has been shared and with whom if the other person is also a funded trainee.

To process these claims, it is helpful if claims are submitted at the same time.

Timeframe of Reimbursement

The reimbursement process involves several people checking and signing off the claim so it may take several weeks or possibly longer before you are reimbursed, this is dependent on the workload and priorities of the PGNE Office and Accounts Payable department at the time of submission.

To speed up the process it is beneficial that all document is submitted and correct, otherwise delays occur if the PGNE Administrator needs to request further information to process your claim.

Please be aware that incorrect or unclear reimbursement claims will be returned for correction and/or clarification.

Any queries relating to travel and accommodation claims should be directed to the PGNE Office via email PGNEfunding@southerndhb.govt.nz