

# COVID-19: Business Related Travel and Reimbursement of RMO Training Related Expenses

## International Travel

Restrictions remain in place for all international business related travel, including travel for training, education, conference, seminar or meeting attendance. Accordingly, please do not proceed with booking travel and accommodation relating to international travel.

The exception to this will be for examinations. Where you are required to book and pay for examinations which will be held internationally, proceed with the booking of the examination. However, you must hold off booking the associated travel and accommodation until such time that the restrictions on international business related travel are lifted. In addition, if the exam is cancelled, you will be required to seek a refund.

## Domestic Travel

Detailed below is the application process to seek DHB approval for domestic business related travel, including travel training, education, conference, examination, seminar or meeting attendance.



Applications for domestic business related travel are to be sent to [moreimbursements@nra.health.nz](mailto:moreimbursements@nra.health.nz). Can you please ensure you include the following information on your training, education, conference, examination, seminar or meeting to ensure a timely response;

- Name or details
- Location
- Dates
- Cost
- Vocational pathway

Please do not proceed with the booking of domestic travel and accommodation without approval to travel domestically.

To note, the reimbursement of any course/conference is subject to meeting the standard reimbursement criteria. Clarification on these criteria is available at <http://www.aucklanddoctors.co.nz/rmos/currentemployees/>

## FAQs

To support with the application of the process and clarify next steps for seeking reimbursement or refund of training related expenses the following FAQs have been developed:

- 1. I haven't booked any travel or accommodation for my international course/conference yet**
  - a. Do not book any travel or accommodation at this stage as international business related travel restrictions remain

- b. If you proceed with the booking of an international course/conference and related travel and accommodation and travel, you may not receive reimbursement of these costs if international business related travel restrictions remain
- 2. The date for my international examination has been confirmed and I have to book to secure my place,**
- a. Proceed with the booking of your examination
  - b. Do not book any travel or accommodation at this stage as international business related travel restrictions remain
  - c. Claim reimbursement of the examination cost from NRA
  - d. If the international business related travel restrictions remain and you are unable to travel for your examination, you will need to request a refund from the provider
  - e. You will need to confirm to NRA whether a full, partial or no refund is received and provide evidence. NRA will confirm next steps specific to your situation.
  - f. All full or partial refunds received are to be repaid to NRA for any costs already reimbursed.
- 3. My course/conference and associated travel and accommodation has already been reimbursed by NRA and I won't be attending due to the international travel restrictions**
- a. Cancel leave with RMO Unit
  - b. Cancel course/conference attendance and associated travel and accommodation
  - c. Request refunds where applicable for the course/conference and associated travel and accommodation,
  - d. You will need to confirm to NRA whether a full, partial or no refund is received and provide evidence. NRA will confirm next steps specific to your situation.
  - e. All full or partial refunds received are to be repaid to NRA for any costs already reimbursed.
- 4. My course/conference and associated travel and accommodation has not yet been reimbursed by NRA and I won't be attending due to the international travel restrictions**
- a. Cancel leave with RMO Unit
  - b. Cancel course/conference attendance and associated travel and accommodation
  - c. Request refunds where applicable for the course/conference and associated travel and accommodation.
  - d. You will need to confirm to NRA whether a full, partial or no refund is received. NRA will confirm next steps specific to your situation.
  - e. Where a refund is received for a cost you have not yet claimed with NRA, you will retain the refund.
  - f. Where a cost is not refunded or you are only provided a partial refund, NRA will reimburse the outstanding costs as per normal process.
- 5. Prior to March 2020, I booked international travel and/or accommodation for my course/conference but have not yet submitted my reimbursement claim,**
- a. Cancel leave with RMO Unit
  - b. Cancel course/conference attendance and associated travel and accommodation
  - c. Request refunds where applicable for the course/conference and associated travel and accommodation.
  - d. You will need to confirm to NRA whether a full, partial or no refund is received. NRA will confirm next steps specific to your situation.
  - e. Where a refund is received for a cost you have not yet claimed with NRA, you will retain the refund.
  - f. Where a cost is not refunded or you are only provided a partial refund, NRA will reimburse the outstanding costs as per normal process.