

rmoReimbursements@nra.health.nz

NRA House Officer Grant Reimbursement Claim Form

This form is only to be used by House Officers / Senior House Officers employed on STONZ MECA 2020-2021 terms and conditions to claim expenses under clause 10.9 of the MECA / your employment agreement

Have you read the checklist on the reverse? Have you securely attached receipts and invoices for all claims?

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Last Name:			First	Name:						
Position: (please circle)	House Officer		Senior House Officer							
HPRN		Mol	Mobile no.							
Educational Supervisor (where applicable)					Letter of Support attached ☐ No ☐ Yes					
Has your Bank Account chang ☐ No ☐ Yes If yes, please provide your new d										
Have your contact details cha	nged Ad	dress:								
☐ No ☐ Yes If yes, please provide your new d	etails En	nail:			Phone	e:				
Text Books (please provide detail	_	\					\$NZD		\$Foreig	n
Subscriptions to journals and (please provide details)	/ or vocational e	education w	ebsites							
Conference										
Conference Name:		Start/ E	nd Date:							
Travel and Accommodation Name of Conference expenses r	elate to									
Air fare		<u></u>								
Accommodation	<u></u>	No of N	ghts:	<u></u>						
Taxi Fares (No Rental Cars)										
Other Expenses Please Detail										
I certify that the above are	valid RMO expen	see and wer	incurred	in the cou	rse of my	v emnlo	vment wit	h the	DHR	

I certify that the above are valid RMO expenses and were incurred in the course of my employment with the DHB.

RMO Signature:	Date:
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Please send completed Reimbursement claims to: rmoReimbursements@nra.health.nz

HOUSE OFFICER GRANT REIMBURSEMENT CHECKLIST **STONZ MECA clause 10.9**

Important note:

Before incurring any cost under clause 10.9 please check your available balance under the House Officer CME Grant with the NRA by contacting rmoReimbursements@nra.health.nz Where your total expenses exceed your available balance under the House Officer Grant your reimbursement will be capped to the available balance.

Have you submitted a tax invoice and the original receipt for all expenses?					
Are your Bank Account Details correct? o Payment will be direct Credited to your account.					
Have you completed your Educational Supervisor details? O You need to have detailed your Educational Supervisor name where applicable and met the requirements of clause 10.9.2					
 Conference? Conference costs will only be reimbursed if attendance will assist in acceptance onto a New Zealand or Australasian vocational training programme. Proof of attendance or requirement to present at conference must be provided. 					
Travel Expenses?					

- Taxi receipts will be reimbursed (No rental cars) these must be originals or sighted by RMO Unit staff, or copies supported by a bank statement.
- Petrol receipts will be reimbursed if driving (No Mileage)
- Economy air fares or equivalent only will be reimbursed as per guideline from external audit.
- Flexi Fare flights will not be reimbursed. If a flexi fare is booked, a comparable 'economy' flight will be sought and the lower price reimbursed
- When submitting your claim for air fares you must include a copy of the flight itinerary. 0
- Flight booking confirmation and boarding passes are **not** accepted
- Flights or any costs paid for with air points or any loyalty points will not be reimbursed.
- Travel insurance and seat selection is **not** a reimbursable expense
- Receipts for air fares must state the date and destination

□ Accommodation expenses?

- An Itemised receipt stating room rate per night and number of nights is required.
- Phone calls/internet and other personal expenses are **not** reimbursable.
- Accommodation can be claimed for the duration of the conference. If required, we will also reimburse the night prior to the course commencing.
- As per guideline from external audit a claim for a standard room between the following is regarded as reasonable:
 - Australia \$100 \$250 NZD
 - USA and Canada \$100 \$280 NZD
 - United Kingdom \$100 \$280 NZD
 - New Zealand and all other countries \$100 \$200 NZD

☐ Is your receipt in foreign currency?

If yes, please supply a bankcard statement showing the rate of conversion. If no statement is submitted, NRA will use the rate available on the day of processing the claim.

PLEASE REMEMBER

KNOW THE DIFFERENCE BETWEEN AN INVOICE AND A RECEIPT. AN INVOICE USUALLY SAYS
"PAYMENT DUE" AND THUS IS NOT EVIDENCE OF PAYMENT. A RECEIPT WILL SAY "PAID", "LESS
PAYMENT", "PAYMENT RECEIVED WITH THANKS", OR WORDS TO THAT EFFECT.

☐ Allow a minimum period of 15 working days to process your reimbursement from the date all information is received. (Please note this may vary dependant on the quantity of claims and time of the year).