

Please send completed Reimbursement claims to:
mroReimbursements@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 mroReimbursements@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?**
 - Payment will be direct Credited to your account.
- Have you completed your Educational Supervisor details?**
 - 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.
 - 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 THIS 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).**

For a full list of reimbursements and guidelines see our website www.aucklanddoctors.co.nz for details or refer to the [DHB-STONZ National Manual](#)