



## POSTGRADUATE NURSING PROGRAMME CLAIM FORM (External Providers) **Employer needs to Invoice NDHB**

(Please provide receipts and claim cost **up to** the amount recorded in the trainees contract with NDHB ) Contact PG Coordinator for any questions or queries.

Staff Members Name:		
Name of Organisation:		
Course/ Papers completed		
Semester and year		NDHB contract: study day subsidy \$
Study day costs	\$	
Clinical supervision: eg. cultural support or prescribing practicum	\$	NDHB contract: clinical supervision \$
Accommodation (attach receipt)	\$	NDHB contract: travel and accommodation subsidy  \$
Travel costs (other than mileage, attach GST receipts)	\$	
Vehicle mileage total km's travelled (see table)		
Total mileage reimbursement @ ...../ km	\$	
<b>TOTAL CLAIM (attach proof of pass)</b>		Maximum available amount: \$

Private / Work Vehicle Use		
Dates Travelled	From / to	No. km's Travelled
<b>Total kilometres</b>		

I confirm that \_\_\_\_\_ (staff member) attended the above study days.

**Head of Department / Nurse Manager Signature:**.....

**Date:**.....

**CHECK LIST**

- Copy of results attached
- GST receipts attached
- Organisations GST Invoice for costs attached

Send to:  
 PGNursing@northlanddhdhb.org.nz  
 PG Nursing Coordinator  
 Nursing & Midwifery Directorate  
 'Embracing Innovation and Excellence'  
 Northland District Health Board  
 Private Bag 9742, Whangarei 0148

**OFFICE USE ONLY**

**PG Nursing Coordinator signature** ..... **Date**.....

Cost code	Amount Reimbursed
5015215-2205-00071 (Fees)	\$
5015215-2205-00071 (study/sup)	\$
5015215-2205-00071 (travel/Accom)	\$
<b>GST</b>	\$
<b>Total</b>	\$

**Director of Nursing and Midwifery Authorisation**

**Signature** ..... **Date**.....

**Business Analyst**

**Signature** ..... **Date**.....

**What is covered and what is not covered by the funding?**

The following is a list of what is covered and not covered by the funding **up to** the amount in your contract letter table.

**Covered**

- All of your course fees
- Mileage or petrol costs
- Tolls
- Parking
- Study leave
- Accommodation including the night prior to the study day

**Not covered**

- Meals
- Child care
- Special admission fees
- Addition costs associated with enrolment
- Text books
- Printing costs
- Koha for staying with a friend or whanau
- Family staying with you in the hotel
- Additional nights stay after the study day block