

## **Green Lane Research and Educational Fund**

# **A Guide to Applicants for Research and Other Support**



*Clinical Excellence Through  
Research and Education*

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CC21111*

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## 5. CONFERENCE/TRAVEL SUPPORT

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### 5.1 General Information and Administration

#### 5.1.1 Purpose

A maximum collective total of \$50,000 may be awarded annually for the purpose of assisting attendance at national and international conferences.

To be eligible, applicants must be current clinical employees of ADHB from one of the five departments represented by the Trust. Medical staff receiving CPE would not usually be eligible. Nurses, technicians and other paramedical staff who do receive CPE will have their CPE balance at the time of application taken into consideration when awarding Conference/Travel Support. The Trustees would normally expect applicants to exhaust their CPE funds before accessing GLREF funding.

Conference/Travel Support must be used within one year of being awarded for travel from and return to, or within, New Zealand. Awards will be automatically forfeited if not used within a 12-month period unless written approval for a time extension is obtained from the Trustees. Awards cannot be used for travel from an overseas base except under special circumstances in which case prior permission must be obtained in writing from the Trustees.

#### 5.1.2 Applications

Applications for Conference/Travel Support will be considered four times each year, **the closing dates being 7 February, 19 April, 19 July and 19 October** for consideration at the February, May, July and November meetings of the Fund. Applications received after the closing date will not be reviewed until the next advertised review month.

Applications must be made and the outcome known prior to travel. Retrospective applications will not be accepted.

An **original (hard copy with signatures)** of the Conference/Travel Support Application form is required which must be supported by formal quotes and/or other documentation and all expenses should be quoted in **New Zealand dollars**. Both pages must be completed.

The application should then be forwarded to the Administrator, Green Lane Research and Educational Fund Board, PO Box 110042, Auckland City Hospital, Grafton, Auckland or sent by internal mail to the Administrator c/- Cardiology Department, L3, Auckland City Hospital **and 1 electronic copy to email: [SOConnell2@adhb.govt.nz](mailto:SOConnell2@adhb.govt.nz)**.

#### 5.1.3 Guidelines for applicants

Please note that:

- Conference/Travel Support is usually awarded only to staff members who have been in their role for 2 years or more.
- If you receive funding one year, it is unlikely that you will receive it again the next.
- Travel funding cannot be applied for retrospectively but must be awarded before the start of travel.
- CPE must be used before drawing on GLREF funding.
- Only conferences are funded, not courses. If you wish to attend a course, you should apply for the Centennial Travel Award (see the GLREF website for details: [www.greenlaneresearch.co.nz](http://www.greenlaneresearch.co.nz))

Expenses that can be claimed under GLREF support are:

- Registration: reimbursement will be limited to the **early** registration fee. Please think ahead and plan early.
- Airfares: please endeavour to book early and secure seats while they're cheaper.
- Accommodation: this doesn't mean the best hotel in town with extra days added on each end! With a little bit of effort, more moderately priced hotels can usually be found that are still close to the conference centre. If a group of you are attending, please consider sharing. The maximum number of nights that will be funded is **either** the total of one night before the conference starts, the nights of the conference and the night of the last day of the conference **or** 2 nights before the conference plus the conference nights but not the last night.
- Airport transfers: reimbursement will be limited to the cost of a shuttle to and from Auckland Airport plus taxi fares to and from the airport at your destination. No other transport costs will be reimbursed.
- Travel insurance will only be reimbursed for domestic cover. This is because ADHB automatically provides travel insurance to any staff member who travels overseas on official business (which includes attendance at conferences). The insurance is for the staff member only and does not cover an accompanying partner or spouse. A maximum of 2 leisure days are also included. ADHB travel insurance doesn't cover travel within NZ so you will need to arrange this yourself if it's necessary for you. Further information on ADHB travel insurance can be found under Travel on the intranet.
- The Conference dinner will not be reimbursed nor any other food or beverage expenses.
- Incidentals such as the cost of a visa will not be reimbursed.

#### **5.1.4 Reimbursement of Expenses**

- Complete the online CPE claim form then send the original receipts to the financial approver as detailed on the online form. Print a copy of the claim page to send to GLREF.
- Send GLREF copies of all the receipts. If these expenses have been charged to a credit card, please also send copies of the relevant parts of the statement to show the exact amounts charged in NZD.
- GLREF will reconcile the receipts against the travel award then reimburse the CPE account. If you paid for some of the expenses yourself, you will be reimbursed for these through payroll. Please note you will not receive payment directly from GLREF.
- The funding number (which is advised in the letter from GLREF when you are awarded funding) should be quoted on all correspondence.

#### **5.1.5 Travel Funding Application form overleaf.**

# GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

**Address all correspondence to:**

Sarah O'Connell  
 Administrator Green Lane Research & Educational Fund Board  
 PO Box 110042  
 Auckland City Hospital  
 AUCKLAND 1148

Tel: +64 9 3074949 ext 23730  
 Email: SOConnell2@adhb.govt.nz



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## APPLICATION FOR CONFERENCE/TRAVEL SUPPORT

(Closing date: 7 February, 19 April, 19 July and 19 October)

Name: \_\_\_\_\_ Employee No: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

How long have you held this position? \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Conference you wish to attend: \_\_\_\_\_

Date conference starts and location: \_\_\_\_\_

Are you presenting? Yes/No Oral presentation  Poster presentation

**Funding request** – please state amounts in NZD and attach evidence of costs (e.g. downloaded web pages)

Airfare /travel costs: \_\_\_\_\_ Airport transfers at destination: \_\_\_\_\_

Registration: \_\_\_\_\_ Accommodation: \_\_\_\_\_

Total costs: \_\_\_\_\_

Do you receive CME? Yes/No Current CME balance (please attach Kiosk page): \$ \_\_\_\_\_

Have you received travel support from GLREF before? Yes/No If yes, when: \_\_\_\_\_

Have you applied to ADHB, the A+ Trust or any other body for funding? Yes/No

If yes, please give details of application: \_\_\_\_\_

Result: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

For GLREF use only:	Payment:
Application Number: _____	Expense code: _____
Date: _____	Date: _____
Approved: Yes/No	Amount: _____
Amount: _____	DC ADHB <input type="checkbox"/> Applicant's bank AC <input type="checkbox"/>

**(1) NURSE MANAGER or SERVICE MANAGER**

Please provide your recommendations and comments on this application.

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

<p><b>Checklist:</b></p> <ul style="list-style-type: none"><li>▪ Have you answered every question? Please don't leave any blanks.</li><li>▪ Have you attached evidence of all expenses you wish to receive funding for?</li><li>▪ Have you attached the Kiosk page which shows your current CPE balance?</li><li>▪ Have your Charge Nurse or Nurse Unit Manager or Manager provide written support?</li></ul> <p>Please send your completed application form to Sarah O'Connell, Cardiology Dept, Level 3, Auckland City Hospital.</p>
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