

**Clinical Training Agency
Reimbursement Claim Form for External
Providers Regarding Staff Member Enrolled in
Postgraduate Study to attend Study Days.**

Dear Practice Manager,

The Clinical Training Agency (CTA) is a unit within the Ministry of Health that provides funding for Post Entry Clinical Training programmes. This includes full reimbursement of paper costs (tuition fees), a subsidy towards travel and accommodation to a maximum of \$2,000 and also clinical release costs incurred by an employer, **ONLY** when the staff member is paid to attend compulsory study days. As part of the reimbursement process, this form has been developed to provide the evidence needed to confirm that the trainee has been paid by you to attend these days. To apply for reimbursement for your staff member to attend their study days, please sign this form confirming that you have paid your staff member to attend and return it to me with an invoice for the full amount of the claim. I will then process this through our finance department for payment.

Name of Organisation:

Address:

Name of Trainee:

Paper enrolled in:

Date of study days

Hours and hourly rate being claimed for :

Total Amount being claimed for: \$

Name:

Signature

Designation

Date.

Thank you for providing this information.



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