

Trainee Enrolled Nurses - Travel Expenses and Living Allowances

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Functional Sub group Personnel/Workforce - Conditions of employment

Summary Payment of allowances when trainee enrolled nurses are required to travel to a TAFE campus to attend a trainee enrolled nurse course.

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Dept of Health, Private Hospitals and Day Procedure Centres, Private Nursing Homes, Public Hospitals

Distributed to Public Health System, Health Associations Unions, NSW Department of Health, Public Hospitals, Private Hospitals and Day Procedure Centres, Private Nursing Homes

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Director-General

Compliance with this policy directive is mandatory.

CIRCULAR

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Contact	J Williams ext 9531

TRAVEL EXPENSES AND LIVING ALLOWANCES IN RELATION TO TRAINEE ENROLLED NURSES

Introduction

This circular replaces circular 92/58 issued 6th August, 1992 and titled 'Travel Expenses and Living Allowances in Relation to Trainee Enrolled Nurses (TEN) in the Public Health Service'. Amendments have been made to:-

- i) include trainee enrolled nurses employed in the private health sector, where they are involved in an Area/District TEN program (as per the terms of this circular);
- ii) the requirement for submission of travel and/or accommodation reimbursement claims;
- iii) the claim form.

This circular applies to trainee enrolled nurses employed in the public health sector and private health sector (on arrangement with Area/District Health Services) who are required to travel to a Technical and Further Education (TAFE) Campus in order to attend the theoretical component of the Trainee Enrolled Nurse Course.

Where referred to in this circular, 'employing hospital' means the hospital paying the trainee's wages.

1. Travel Allowance

- 1.1 Should a trainee enrolled nurse be required to travel a greater distance to a TAFE Campus than they would normally travel to their employing hospital they are entitled to receive reimbursement for the difference in kilometres/fare.

Distributed in accordance with circular list(s):

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In the event that trainee enrolled nurses elect to use their own motor vehicle they are eligible to be paid the transport rate as advised in NSW Health Department Information Bulletin 91/48.

- 1.2 Where practicable the employing hospital shall provide conveyance between the hospital and the TAFE Campus.
- 1.3 When trainee enrolled nurses required to attend a TAFE Campus are unable to travel to and from the TAFE Campus daily and are accommodated away from their employing hospital, they are eligible to be:-
 - a) paid travel expenses incurred in travelling to the TAFE Campus at the commencement of the block and expenses incurred returning to their place of employment at the conclusion of the block;
 - b) reimbursed for the cost of return travel to their employing hospital every two weeks during block;
 - c) paid necessary out of pocket expenses and meal expenses to the extent of \$5.50, under the conditions of this circular, where travelling at the commencement and at the conclusion of the TAFE component.

2. Living Allowance Payable During Theoretical Block to Trainee Enrolled Nurses Employed Outside the Sydney Metropolitan Area

- 2.1 A trainee enrolled nurse employed outside the Sydney Metropolitan Area who lives-in at a hospital is not required to pay additional accommodation expenses, as per the Public Hospitals Nurses' (State) Award, when utilising accommodation facilities at the education centre or another hospital during the block period.
- 2.2 Where a trainee enrolled nurse employed outside the Sydney Metropolitan Area does not live-in at a hospital but utilises accommodation at the education centre or a hospital during block, no charge shall be made against the trainee enrolled nurse. Relevant accommodation expenses, as per the Public Hospitals Nurses' (State) Award, may be claimed under the conditions of this circular.

3. General

- 3.1 The various allowances to be paid to trainee enrolled nurses shall be paid separately from wages and are to be treated as administrative expenses.
- 3.2 Area and District Health Services are to scrutinise the payment of transport allowances to ensure maximum utilisation of transport facilities.

- 3.3 Trainee enrolled nurses should be actively encouraged to make use of public transport where available in order to minimise the number of private cars used.
- 3.4 In the event of accommodation not being available the advice of the Nursing Branch should be sought in the first instance.
- 3.5 To attract reimbursement for travel and/or accommodation costs Area/District Health Services are required to submit certified claims (including claims for private sector employees) on the attached claim form to the Nursing Branch, NSW Health Department. Private facilities are to be reimbursed by the Area/District Health Service for funding provided for private sector employee claims. Note: a prospective claim for blocks occurring in the month of June is required to be submitted to the Nursing Branch by 31st May. Evidence to support claims is to be made available upon request.
- 3.6 Claims received from Area and District Health Services outside of the applicable financial year may not attract automatic supplementation. Payment of such claims will be made at the discretion of the Director, Nursing Branch.

Mr John Wyn-Owen
Director-General

TRAINEE ENROLLED NURSE TRAVEL/ACCOMMODATION REIMBURSEMENT FORM

Area/District	Employing Hospital	Dates In Block		TAFE College Attended	No. Students Accommodated Away from Home	Amount Claimed - Accommodation	No. Students Travelling Daily	Amount Claimed - Travel	TOTAL AMOUNT CLAIMED
		From	To						

To be submitted to the Nursing Branch at the completion of each theoretical block, as per Health Department Circular 95/82

Approved by: _____

Area/District Health Service: _____

Date: _____

Nursing Branch Confirmation: _____