

# AHP+PDRP: Guide to submitting an Individual Application

## Frequently Asked Questions

### Administration

#### **Can information regarding the program be accessed via the internet?**

YES, you can access all the relevant information from our [website](#).

This includes all the forms and key information that will assist with submitting your application.

#### **How do I apply for funding?**

You will need to apply via the online portal located on the website (this will only be active when a round is open). Opening dates are available on our [website](#).

The online portal can only be **accessed via a work computer using your HAD login.**

You **CANNOT** access the online portal from an external computer i.e. home, university etc. due to security.

#### **I can't download the forms. How can I access them?**

Try using a different web browser such as Chrome. For assistance with accessing the web browser, please contact the Helpdesk Service on 1300 138 913.

#### **Who decides whether my professional development activity will be funded?**

You will require your manager's approval to ensure you are able to attend the professional development (PD) activity. Your application will be assessed for eligibility and approved or declined by AHP+PDRP against eligibility criteria outlined in the framework.

#### **How long will it take for my application to be processed?**

This depends on the type of application, the quality of the application (if all required documentation has been provided), the complexity of the application, the volume of applications received and the processing time by Shared Services SA. The AHP+PDRP team works hard to process applications as quickly as possible. If you have not received any correspondence from us 8 weeks after submission, please contact us via email; Health:AHPplus <HealthAHPplus@sa.gov.au>.

### About Funding

#### **What is the difference between Fringe Benefit Tax (FBT) and financial year?**

The FBT year runs from 1 April to 31 March. FBT is a tax on non-cash benefits provided to employees and is different to income tax.

The financial year runs from 1 July to 30 June and relates to the income tax year.

The AHP+PDRP year runs in the FBT year (1 April to 31 March). The framework is explicit when it is referring to FBT vs financial years.

#### **Is there a minimum amount for an application?**

YES, currently the minimum amount for an application is \$200 AUD. You can include more than one activity in an application to meet the \$200 AUD threshold.

Any individual application received below \$200 AUD will not be approved.

**Is there a cap on the amount that can be reimbursed to an individual?**

YES, currently individuals are capped for reimbursement up to \$2000 AUD per FBT year. This figure is subject to change based on the uptake levels across the eligible classifications accessing the program.

Should you be part of a group application where the effective cost per individual is over \$200 AUD then this total will be considered as part of the current \$2000 AUD cap.

**Can funding be paid directly to the course or conference?**

NO, as this is a reimbursement program, funding for any individual application will be reimbursed directly to you.

**Can I get someone else to pay for the item on my behalf?**

YES, however you will need to supply a tax invoice, evidence of payment and a third party declaration saying that you have reimbursed the person who paid. This will need to occur in the same FBT year that the expenses were incurred. The Third Party Declaration form is available on our [website](#).

**Can I get reimbursement for a course that I paid for in the last FBT year?**

NO. Check the critical timelines information on the website. **Applications must be made in the FBT year that the payment was made** even if the PD activity occurs in the next FBT year. Where payments straddle two FBT years you would need to apply in each FBT year. Keep this in mind when paying for early bird payments in Jan-Mar of a given year.

**I paid for my conference registration before March 31 for a conference that happens later in the year (after April 1) when I will pay for my accommodation. When should I apply for reimbursement?**

In this example, you will need to put an application in the FBT year that the conference registration was paid and another application for the next FBT year when the accommodation is paid.

**I have received funding in a previous round. Can I apply for more in a later round in the same FBT year?**

YES, applicants are eligible to apply up to the capped amount each FBT year, though new applications may be given priority.

**What does Commonwealth funded university course mean?**

Check if the university course, is Commonwealth funded; if so the Commonwealth Government has covered a substantial amount of the course fee and you are paying a discounted fee for the course. Commonwealth funded courses are not support by AHP+PDRP.

**Can I share accommodation with a SA Health colleague/s?**

YES, you can if you use an approved accommodation type such as a hotel or hotel-apartment. Each applicant must supply the tax invoice in their respective applications.

Ask the hotel to include the names of all colleagues staying in the accommodation on the invoice. If one applicant paid the total amount, then the other applicant/s must supply evidence of payment and a third party declaration saying that they have personally transferred their share of the costs to that person.

You cannot use AirBnB or similar accommodation sharing services for government-funded accommodation in line with the Office of the Commissioner for Public Sector Employment Determination 3.2.

**Can I book flights with my frequent flyer number?**

NO, personal frequent flyer points cannot be accrued or claimed for government-funded travel in SA Health.

**I have booked my flights under my frequent flyer number. Will my flights be eligible for reimbursement if I can have the points removed?**

YES, if you can supply a new tax invoice or sufficient evidence from the supplier to demonstrate that you have not accrued points for the flight(s) in question then they will be eligible for reimbursement.

**What is a “valid” tax invoice?**

Details for a valid tax invoice are available on the [ATO website](#).

**What is required to show proof of payment?**

Proof of payment documentation should be issued by a financial institution and should include your name (or the name of your partner with a matching home address), the relevant transaction(s), the date of the transaction(s) and the amount paid. You will also need to provide the tax invoice/receipt for the activity.

If you or your partner with a matching home address do not appear on the proof of payment documentation, then a then a Third Party Declaration form will be required. This form is available on our [website](#).

For privacy, when supplying proof of payment, please redact any transactions or information that is not required or relevant to your application.

**Why do I have to provide a bank statement or transaction summary as proof of payment in addition to a receipt?**

Proof of payment is a standard financial requirement for reimbursement to provide sufficient evidence and for auditing purposes, to prove that the payment was made from your account and not someone else's.

**Is my PD activity eligible if the PD supplier is not registered for GST.**

Yes, as long as the course is deemed eligible. In this case your PD activity will be GST exempt. It is important to obtain an invoice for all PD activities.

**I am taking leave in addition to my PD activity. Which costs can be reimbursed under AHP+PDRP?**

You are entitled to take 3 incidental private days of travel in a government-funded trip. Private days include weekends. If you take 3 or less days of private travel, your trip will be claimable up to the \$2000.00 cap per FBT year.

If you take more than 3 private days of travel then your trip will be considered “dual purpose”. This will mean that you are eligible for reimbursement of the registration or course fees for the PD activity and any accommodation booked while the PD activity is occurring. Your flights will carry a fringe benefit tax and therefore only 50% of the total cost of your airfares are covered.

Please note that accommodation for private travel days is not eligible for reimbursement. All accommodation is capped at \$250 AUD per night.

**Several of my colleagues are travelling together. Will AHP+PDRP cover the costs of car hire and fuel during my PD activity?**

NO. Car hire and associated costs are not eligible under the AHP+PDRP. Staff are encouraged to arrange a fleet vehicle through their business unit for local engagements or seek cab charges from their business unit prior to departing.

## Pre-Approval Applications

### Details of the conference I am attending are not finalised; can I still apply for pre-approval?

YES, you can provide evidence of last year's conference fees as an estimate.

### Will I get my funds once I have been given pre-approval?

NO, professional development funding is only available via reimbursement and can only be supplied once you have paid for the expenses and provided all of the documentation.

### I included a quote for a cheaper airfare in my pre-approval application, but now there are only standard airfares available. Can I change it?

YES. To avoid this, we suggest that you choose a middle of the range option in your submitted quote as cheap deals for flights or accommodation may not be available when you are ready to pay.

### If I use the updated quote/s will I get reimbursed for the higher amount?

YES, providing that your total claim does not exceed the annual cap (**see above**) and complete paperwork is supplied.

### I paid for my conference registration before March 31 for a conference that happens later in the year (after April 1) when I will pay for my accommodation. Can I apply for pre-approval for this activity?

NO, as the activity and payments straddle two FBT years and two financial years you cannot apply for pre-approval that will cover both FBT years. You will need to apply for direct reimbursement in both FBT years that a payment was made.

## Changing Circumstances

### What happens if I can no longer go to my approved course/conference or it gets cancelled?

You are required to let us know. If the same course/conference is deferred to a new date within the FBT year, you can simply keep the approval and submit new receipts. If not, we will need to withdraw your application and allocation so you can apply for a new activity in a later round. If you have already been reimbursed, then we will arrange for you to return the money.

### Do I need to take out travel insurance?

MAYBE, depending on whether there is a private component to your travel. All staff travelling on approved government business are automatically covered by state government travel insurance arrangements when the government is fully or partially funding the travel expenses for intrastate, interstate and overseas travel.

Government travel insurance arrangements are not available for privately funded travel, and it is recommended that you take out private travel insurance for your private travel.

Employees undertaking dual purpose travel (both business and private travel) are encouraged to contact Insurance Services, SA Health on 8463 6089 or SAICORP on 8207 2279 before travelling to confirm their insurance requirements.

### Can I get reimbursed for cancellation fees?

MAYBE, this will need to be assessed on a case-by-case basis and subject to government travel insurance policies. Refer to the [Overseas Travel Policy](#), the [Domestic Travel Policy](#) and [Travel Insurance for Government Employees](#) for travel insurance cover details.



**If I no longer want to do the activity that I was pre-approved for, can I use my allocation for a different PD activity?**

NO, the approval given is specific to the activity described in your application. To move this funding to a different activity, it will require a new application including a revised Director/Manager Support Form.

If you no longer want to take up a pre-approved PD activity please let us know by email; Health:AHPplus <HealthAHPplus@sa.gov.au> so that we can close your application.

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**For more information**

**Allied Health Professionals Plus Professional Development Reimbursement Program**

**Allied and Scientific Health Office**

**Email:** HealthAHPplus@sa.gov.au

**Website:** [AHP+PDRP website](#)

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