



**KVH**  
KIWIFRUITVINEHEALTH



# Financial Reimbursement

# Overview



- NBCN is a partnership between MPI and AsureQuality
- KiwiNet resources are part of the NBCN
- KVH invoice AsureQuality on behalf of the KiwiNet members.
- KiwiNet members to invoice KVH. KVH pay members and on-charge AsureQuality
- Some issues with reimbursement from AQ with the Grey Lynn response



# Invoicing Process



- All staff working in the response to complete an AQ time sheet each day: covering time of arrival at HQ to departure from HQ.
- Also complete an employer time sheet with the same hours .
- Where appropriate travel time should be marked as separate entry on employer time sheet.

(charge travel time when travelling extended time frame i.e. greater than would be expect to travel to work in wider BOP)



# Invoicing Process



- Employer to send KVH weekly invoice detailing
  - Employee name
  - Hours worked
  - Any travel time claimed
  - Any travel expenses at IRD rate, or actual airfare cost.
  - Reasonable incidental costs with supporting documentation
- Invoices to be emailed to [info@kvh.org.nz](mailto:info@kvh.org.nz)
- KVH will look to reimburse within 2 weeks of receipt of invoice



# Invoicing Process



- KVH will on charge the NBCN ( AsureQuality) weekly
- In the event of AQ questioning invoiced hours or incidental charges KVH reserve the right to go back to employers seeking further detail or reimbursement

