



HIANZ - Health Information
Association of New Zealand

HIANZ Travel Fund Application Form: 2009 - 2010

Date:.....

1. I wish to apply for up to \$1000.00 to assist me with travel expenses / associated costs to attend a Health Information Management and / or Clinical Coding related Conference / Study Day (Please circle applicable)

2. Surname.....
(Please print)

3. First Names.....
(Please print)

4. Address **Telephone**
..... **Fax**
..... **Email**

5. I have been a member of HIANZ since:

6. I intend to register for the following Conference / Study Day

.....
.....
.....

To be held on

At

**7. I have attached a statement of approximately 250 words in support of my application.
(See Page 3)**

8. I have attached relevant information and promotional material, outlining the Study Day / Conference theme, topics, speaker information and costs.

9. I understand that if I am awarded the HIANZ Travel Fund Scholarship, costs of up to \$1000.00 will be reimbursed to me on receipt of actual travel and / or registration costs incurred by myself following successful completion of Conference / Study Day.
10. I agree that my name may be published in HIANZ Highlights as the successful applicant.
11. I have attached two current and relevant workplace references in support of my application, one being from my direct reporting manager.
12. I agree to prepare a written synopsis of the Conference / Study Day I attended for HIANZ within one month of completing the Conference / Study Day and understand this may be published in the HIANZ newsletter.

Applicant's Signature..... Date.....

Please forward completed application by 30 September 2009 to:

HIANZ Travel Fund
P.O. Box 159,
Greenhithe
Auckland
E-Mail: cdeane@crowncrownd.com

The material contained in this form is confidential to the HIANZ executive. It is solely used for the purpose of assessment evaluation.

This application for Travel Assistance will be forwarded to the HIANZ Education / Travel Fund select committee of 4, for review and consideration.
You will be notified by mail on acceptance of you application

For HIANZ Office Use Only

Application Received By Secretary On:

Reviewed By:

- 1).....
- 2).....
- 3).....
- 4).....

On:

Select Committee
recommendations.....
.....

Applicant Notified In Writing

Statement in support of my application for Study Funds:

(This statement should include reference to the benefits of attendance at this Conference / Study Day, how attendance will enhance your career development and how those you work closely with can benefit from the information and knowledge you will gain during attendance at this conference / study day)

I also have attached relevant information and promotional material, outlining the Study Day / Conference theme, topics and speakers