Allied & Scientific Health Office

AHP+PDRP: Guide to submitting an Individual Application

This guide provides information for individuals applying for Direct Reimbursement through the Allied Health Professionals plus Professional Development Reimbursement Program (AHP+PDRP). For detailed information about the Program, including eligibility please refer to the AHP+PDRP Policy Directive.

You HAVE paid for all or most of your PD expenses

1. SEEK Director / Manager Approval
   - Expense Payment Declaration Form
   - HR-077 Overseas Travel Form +/- Diary (if required)

2. START an Online Application with an eligibility check

3. UPLOAD
   - Expense Payment Declaration Form
   - SA Health Employee Accounts Payable Creation/Maintenance Form
   - Valid tax invoice(s) incl. GST
   - Proof of payment (i.e. bank statement)
   - HR-077 Overseas Travel Form +/- Diary (if required)

You must get to this point BEFORE the round closes

3. The AHP+PDRP team EMAIL you about the outcome 3 weeks after the round closes

4. AHP+PDRP team arrange REIMBURSEMENT

Payment requests are regularly sent to Shared Services who then process the payment and arrange for the funds to go into your bank account. You should allow 6 - 9 weeks from the time you send us all the documents needed for the funds to appear in your bank account. You should receive an EFT notification from Shared Services as proof of payment.