

Q.1 When you have access to the scholarship funds?

You have full access to your funding when an employment contribution is received. The employment contribution is only sought from those scholars whose organisation is not funding their scholarship, i.e for those scholars whose organisation is funding the scholarship an employment contribution is not required as this is already included in the funding.

Leadership Scholar Expenses

Q.1 How do I manage my expenses?

By receiving your Florence Nightingale Foundation Leadership Scholarship you agree to submit an expense template with photo or scanned copies of your receipts and invoices that have been labelled with your initials and a linear numbered format (e.g. FN001, FN002 etc.) to Academy@florence-nightingale-foundation.org.uk. This template along with scanned receipts should be updated and submitted quarterly on the dates set out below. Once authorized, reimbursement where applicable, from your scholarship fund will be made within 14 working days of submission via BACs transfer. Please make sure that you supply your bank account details on the template.

- Q1 April 2023 to June 2023 – Submit by 1st July 2023
- Q2 July 2023 to September 2023 – Submit by 1st October 2023
- Q3 October 2023 to December 2022 – Submit by 1st January 2024
- Q4 January 2024 to March 2024 – Submit by 15th March 2024

All bespoke elements of your scholarship must be authorised by your Mentor and the Florence Nightingale Foundation. Large costs for Programmes can be paid for directly by the Foundation at any time outside of the above dates so that you are not disadvantaged. Once you have submitted the appropriate Leadership Programme application, please complete the expense template form with a copy of the invoice (which must contain their payment details) from the course provider and you must send it to the Academy Office inbox at Academy@florence-nightingale-foundation.org.uk. Once received this invoice will be paid within 30 working days.

We have pre-arranged discounts with some Programme providers, please make sure in all applications you state that you are a Florence Nightingale Foundation Scholar.

A maximum of £1,000 of your Scholarship fund can be allocated for your appropriate travel and accommodation expenses, any expenditure exceeding this will need to be funded directly by you, the scholar.

By the **15th of March 2024**, at the end of the Scholarship year, **all expense monies must be fully reconciled** so that we can provide your sponsor with the fit and proper audit documentation if requested.

Please note that any expenditure submitted after the deadline will not be reimbursed.

