|  |  |
| --- | --- |
| **School of Human Movement& Nutrition Sciences** | **Supervising Teacher Payments** **HABS HR Transactions****Faculty of Health and Behavioural Sciences** **The University of Queensland 4072****habs-hr-transactions@uq.edu.au**  |
| **PRACTICE TEACHING CLAIM FORM**(A separate claim must be lodged by each teacher / coordinator) |
| **1** | **School details** |
|  | School name |  |
| School postal address |  |
| School telephone |  | School fax |  |
|  |  |  |  |
| **2** | **Personal details** |
|  | Surname |  |
| Given names |  |
| Email |  |
| Date of birth |  |
| Name of bank |  |
| Branch |  |
| BSB number |  | Account number |  |
|  |
| **3** | **Claim details** |
|  | Name of supervised student |  |
| Name of supervised student |  |
| **If you are a supervising teacher, complete the first section ‘Supervising Teacher (PTED01)’****Max claim of 25 hours/week per student. If multiple supervisors – time will need to be divided appropriately** |
|  |  |
| **Supervising Teacher Only** **(PTED01)** | Official School Professional Experience Coordinator (PRACT) | For seminar or specialist PD sessions conducted specifically for the pre-service teachers (PTED02) | Total |
| **Total number of supervision hours(25/week max)** | UQ use only$4.21 / hour | Total number of coordination days | UQ use only$1.44 / day | Total number of other hours | UQ use only$12.28 / hour | UQ use onlyTotal |
|  |  |  |  |  |  |  |

**Please tick appropriate student category**

|  |  |
| --- | --- |
|  | 3rd Year pre-service teachers for *Observation Professional Experience* **(March)** |
|  | 3rd Year pre-service teachers for *Minor Professional Experience* **(July)** |
|  | 3rd Year pre-service teachers for *UniPE Secondary Professional Experience* **(October)** |
|  | 4th Year pre-service teacher(s) for *Major Professional Experience* **(March - June)** |
|  | For the period | / / | to | / / |

|  |  |
| --- | --- |
| **4** | **Certification** |
|  | Supervising teacher | I certify that the above details are correct and a completed Tax Declaration form is either attached or has been submitted in the past |
| Signature |  | Date |  |
|  | Official School Professional Experience Coordinator | I certify that such verifications as are necessary have been carried out to ensure that this claim is properly payable. |
| Signature |  | Date |  |
|  |  |  |  |
| **Please email this claim form and Tax File Dec form to HABS HR Transactions** |
| **habs-hr-transactions@uq.edu.au** |
|  | **UQ use only** |
|  | School of Human Movement & Nutrition Sciences | I certify that services in respect of the above claims were satisfactory.Funds are available and payment is approved. |
| Signature |  | Date |  |
|  | (Head of School or Financial delegate) |  |  |
|  | Account number | **2008501 01 101 01** **650640 FFT PRACTICUM** |
| Date Processed |  | Aurion No |  |
|  |  |  |  |