

School of Sport Education NT  
**Relief Teacher Reimbursement Policy**

**Attachment A - Relief Teacher Claim form.**

Claims can only be honoured after the event and in the year of participation. The School of Sport Education NT only covers Monday to Friday – 6 hours per day. Please attach your tax invoice when submitting this form and email to: [finance.ssnt@education.nt.gov.au](mailto:finance.ssnt@education.nt.gov.au)

To:	School Sport NT Incorporated	ABN:	88952799624
Address:	PO Box 42896 Casuarina, NT 0820	Phone:	89995700
		Email:	Finance.ssnt@education.nt.gov.au

Relief Person Name	Level	Hours	RT No.	Person being replaced	Calculation Including Super	Reimbursement
					\$	
					\$	
					\$	

Net Reimbursement:	\$
Plus GST:	\$
Total Reimbursement	\$

Reason for Claim (Circle below)      Dates of Claim: \_\_\_\_\_

Coach	Manager	Convenor	Team Support Officer	Sports Trainer	Other - specify
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Specify the sport by circling the corresponding details:

Australian Football	12B	12G			Swimming	10 - 19			
Cricket	12B	12 G			Tennis	12			
Football	12B	12G			Touch Football	12B	12G		
Netball	12		15G		Track and Field	12			

**Important details of entitlement.**

Claims for reimbursement (hours worked plus superannuation only) must be made within 30 days of the Relief Teacher employment.

Relief reimbursement is also available for other ancillary school staff at the base rate.