

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

| | | | |
|----------|------------------------------------|--------|----------------------------------|
| 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 | Reimbursement |
|--------------------|-------|-------|--------|-----------------------|-------------|---------------|
| | | | | | \$ | |
| | | | | | \$ | |
| | | | | | \$ | |

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

Reason for Claim (Circle below) Dates of Claim: _____

| | | | | | |
|-------|---------|----------|----------------|----------------|-----------------|
| Coach | Manager | Convenor | Ground Manager | Sports Trainer | Other - specify |
|-------|---------|----------|----------------|----------------|-----------------|

Specify the sport by circling the corresponding details:

| | | | | | | | | | |
|---------------------|-----|-----|-----|--|-----------------|---------|-----|-----|-----|
| Australian Football | 12B | 12G | | | Swimming | 10 - 19 | | | |
| Cricket | 12 | | | | Tennis | 12 | | | |
| Football | 12B | 12G | | | Touch Football | 12B | 12G | 15B | 15G |
| 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.