

# THE UNIVERSITY OF SOUTHERN QUEENSLAND

## CLAIM FOR PROFESSIONAL EXPERIENCE ALLOWANCES

### SUPERVISING TEACHER

**INSTRUCTIONS:** Please complete and sign this claim form within 4 weeks of completion of a **domestic Professional Experience placement** and forward on to the University.

Please note, you are not required to complete this form if you supported a student/s undertaking their placement while on a Permission to Teach (PTT). For more information please [contact us](#).

Please ensure all areas of the form are completed fully to avoid delays in processing, some claims may take up to 6 weeks from processing to payment. Claims should be sent via email to: [Wil.Payments@usq.edu.au](mailto:Wil.Payments@usq.edu.au)

#### Claimant Details

##### Personal Details

Salutation:	Mr Mrs Ms Miss
First Name:	
Surname:	
Former name/s (if applicable):	
DOB:	
Home Address:	
Suburb/Town:	
State/Territory:	
Postcode:	
Phone Number:	
Email:	
UniSQ Payroll ID:	

##### School/Centre Details

Name of School/Centre:	
School/Centre Address:	
Suburb/Town:	
State/Territory:	
Postcode:	
Site Coordinator Name:	
Site Coordinator Email:	

##### Bank Account Details

Financial Institution:	
Account Name:	
BSB Number:	-
Account Number:	

**Tax File Number Declaration Form attached:** Yes No, previously supplied in the last 12 months. Failure to provide this form will result in your income being taxed at the highest marginal rate.

#### Claim Details

Placement Dates: From		To			
Name of Student/s e.g. John Citizen	Course Code	Number of <b>Days</b> per Individual Student (not including Lead Days) e.g. 15	Total Number of <b>Hours</b> per Individual Student (Maximum of 5 hours per day or part thereof) e.g. 75	Current Hourly Rate of Pay	Gross Amount
				\$7.46	
				\$7.46	
				\$7.46	
<b>TOTAL HOURS</b>				<b>TOTAL CLAIM (GST Inclusive)</b>	

I certify that all the details provided above are correct and the hours were worked as claimed:

Supervising Teacher Signature:

Date:

#### SECTION 2 - UniSQ OFFICE USE ONLY PAYROLL SECTION

Claimant Type	Payment Code	Hours
Supervising Teacher	IE1	

UniSQ Payroll ID:

Prepared By:

Date:

Checked By:

Date: