

Supervising Teacher Pay Claim Form

to be forwarded within 20 working days at end of placement period

Placement period: _____ to _____

1 Personal Details

Claimant's Surname _____
 First Name _____ D.o.B. _____
 Home Address _____

 Phone No. _____
 Email _____

2 School Details

Name of School _____
 School Address _____

 Site Coordinator's Name _____
 Phone No. _____
 Site Coordinator's Email _____

3 Claim Details: FOR SUPERVISED PLACEMENTS FROM JANUARY 2024 ONLY

Course Code	No. of Days	No. of Pre-Service Teacher	Name/s of UQ Pre-Service Teachers supervised	Supervision % <small>(1 = 100%; 0.5 = 50%)</small>
_____	_____	_____	_____	_____

Pre-Service Teacher Supervision	
<i>UQ Use Only</i> Total No of hours	<i>UQ Use Only</i> \$7.46/hr <small>(WORK17) (PTED01)</small>
_____	_____

4 Banking Details

PLEASE NOTE: From 2022 as part of the PEPA Agreement with the Department of Education, payments are only permitted to be made to individual supervising teacher bank accounts and are not permitted to be paid to 'general' school accounts

Name of Bank	_____	BSB Number	_____
Account Name	_____	Account Number	_____

5 Certification

Supervising Teacher:

I certify that the above details are correct. Signature _____ Date _____

6 Return forms to: pracpayclaims@uq.edu.au

Direct payment enquiries to: 07 3365 6550
 Please note: Payment may take 4-6 weeks to process upon receipt.

7 Tax File Number Declaration forms

Complete the 'Tax File Number Declaration' form and return with this form to the email above.

UQ Use Only

Aurion No:	_____	Employee No:	_____	Date Processed:	_____	Date Approved:	_____
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