



University of
Southern
Queensland

THE UNIVERSITY OF SOUTHERN QUEENSLAND

CLAIM FOR PROFESSIONAL EXPERIENCE ALLOWANCES

SITE COORDINATOR

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

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:	

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		
Course Code	Name of Students to be Claimed for	Number of Days for Course (Min 4 – Max 25)	Current Daily Rate of Pay	Gross Amount
			\$1.52	
			\$1.52	
			\$1.52	
			\$1.52	
			\$1.52	
TOTAL DAYS			TOTAL CLAIM (GST Inclusive)	

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

Coordinator Signature:

Date:

SECTION 2 – UniSQ OFFICE USE ONLY PAYROLL SECTION

Claimant Type	Payment Code	Hours
Site Coordinator	IE2	

UniSQ Payroll ID:

Prepared By:

Date:

Checked By:

Date: