EDUCATION SUPERVISION OF PROFESSIONAL EXPERIENCE / TAX INVOICE

LA TROBE UNIVERSITY

Placement Partnering & Operations (Education)
Office of the Provost

La Trobe University
Victoria 3086 Australia
latrobe.edu.au/education

Important Information:

Please forward this claim form after the teaching placement
Payment will be processed after each student placement report is received by the Education Placement Office
Please remember to include the names of all supervising teachers on the claim form
The total payment will be increased by the GST amount

The following rates apply:

Supervising Teacher: $36.08 per pre-service teacher per day

- *1 Supervisor: 1 pre-service teacher ($36.08 per day)*
- *2 Supervisors: 1 pre-service teacher ($18.04 ea. per day)*

Coordinator: $1.80 per pre-service teacher per day

ORGANISATION NAME:		**ABN No:**	
ADDRESS:		**EMAIL:**	
STUDENT PLACEMENT COORDINATOR:		**PHONE:**	
DATE:	/ / 2024	**REF#:**	

SUPERVISING TEACHER NAME(S)	PRE-SERVICE TEACHER NAME(S)	REPORT SUBMITTED	DATES OF PLACEMENT	NO. OF DAYS CLAIMED	PAY RATE ($) (SEE ABOVE AND SELECT)	AMOUNT CALCULATES AUTOMATICALLY
		☐			Please select	$ 0.00
		☐			Please select	$ 0.00
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		☐			Please select	$ 0.00
		☐			Please select	$ 0.00
		☐			Please select	$ 0.00
					SUB TOTAL:	$ 0.00
					GST (10%):	$ 0.00
					TOTAL:	$ 0.00

I CERTIFY THAT THIS CLAIM IS CORRECT
Principal OR Student Placement Coordinator Signature:

DATE:

LA TROBE UNIVERSITY OFFICE USE ONLY

Claim reference number:	Date processed to AP:	Charge Code:	Vendor Number:
B#000.0(2024)	DD/MM/YYYY	**5.1000.02.02/517100**	V#000000

Please return to:
E invoices.placement@latrobe.edu.au

VIC 2024