



# Professional Experience Travel Allowance Claim

Please complete this form and return to the Professional Experience Administrator.

Please ensure your bank account details are loaded into your eVision profile. Payment cannot be made without these details in eVision.

<b>Student Teacher (name)</b>		
<b>Student ID</b>		
<b>Semester/Study Address</b>		
<b>Claimant's Signature</b>		<b>Date:</b>
<b>School/Centre (name)</b>		
<b>Programme (circle one)</b>	BTchg ECE / BTchg Primary / MTchgLn	

<b>Professional Experience Claiming for:</b>		
Please list all dates for which you are claiming		
Please list absent dates		
Are you the only student teacher claiming a travel allowance to this school/centre for this professional experience?	(circle one)	Yes / No

Daily Travel		Amount
Return distance from home/study/college address to school/centre  <input type="text"/> km	<input type="text"/> \$ x <input type="text"/> days  <b>Exclude days absent from professional experience and public holidays</b>	<input type="text"/> \$
<b>Daily Return Trip Rate:</b> *Between 30km–79km = \$7.00per day *Beyond 80km = \$20.00 per day		

<p><b>Points to Note</b></p> <ul style="list-style-type: none"> <li>The College provides a contribution to students for travel to their professional experience setting if the return trip is more than 29km beyond the daily semester travel. Refer to the rates above.</li> <li>Travel is calculated from student teachers' home/study address, or college, whichever is closer.</li> <li>Car-pooling is expected. Any non-car-pooling claims will share the daily contribution (e.g. if there is more than one student teacher at the school/centre using their own vehicle who wish to claim, the daily rate is shared between them).</li> <li>Block placements outside the greater Otago area are not eligible for travel allowance.</li> <li><b>Claims must be received within 1 month of the end of term or professional experience.</b></li> <li>If you are using an existing school car-pool then you can claim the rate, as above, to pay the car-pool driver (i.e. if more than one student teacher then the rate is shared).</li> <li><b>Please complete this form and email to <a href="mailto:education@otago.ac.nz">education@otago.ac.nz</a>, or hand in to AskOtago at College.</b></li> </ul>
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<i>Office Use Only</i>	
Charge Code: GL.10.BP. __ __ .3371.00	Date: ..... / ..... / .....
Approved by: .....	.....
Professional Experience Administrator (Name)	Signature