

**TOWNSVILLE SCHOOL SPORT**

**Attention: Toni Wilson**

**Townsville West State School**

**Email: twils129@eq.edu.au**

**2025 TRS CLAIM FORM FOR**

**DISTRICT AND REGIONAL SPORTS CARNIVALS**

***This Form may be completed by teachers (especially Phys. Ed.) who are required to assist:***

At Townsville Athletics/Swimming Carnivals on days when their own School **is not competing.**

On exceptional occasions when the teacher is required to be released. (Prior approval is required.)

As a Townsville/Thuringowa Coach or Manager at Northern Regional Trials.

**TRS costs will be reimbursed according to the current DOE rate each semester.**

**Costs will not be reimbursed unless this claim form is submitted.**

TEACHER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CARNIVAL/SPORT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE(S) CLAIMED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL DAYS CLAIMED \_\_\_\_\_\_\_\_

**PRINCIPAL’S CLAIM**

I hereby make application for TRS funding from TSS for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for \_\_\_\_\_ days.

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal / Business Manager)

***Please Note: Individual schools are to organise relief teachers and initially pay for such release out of school funds.***

* ***Schools will be reimbursed at the end of each semester.***
* ***Claims should not be submitted if the staff member above was not replaced.***

**PAYMENT DETAILS**

**(To be completed by TSS Officials)**

Approved Not Approved (List Reason) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

days at $ per day Total $

Paid on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_