**School of Education**

**Professional Experience**

**Tax Invoice –Payment direct to School/Child Care Centre**

For payment direct to the school/child care centre please submit tax invoice on school/centre letterhead including the information below

For payments direct into a supervising teacher’s personal bank account, please use the [Claim for Payment Form.](https://www.utas.edu.au/__data/assets/pdf_file/0010/985519/Claim-for-Payment.pdf)

Invoice Number:**XXX**  
Date**:XX/XX/XX**  
Faculty of Education

University of Tasmania

Locked Bag 1307

Launceston TAS 7250

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Student: |  | | | |
| Supervision | xx | days @ $35.49 per day | $ | xxx.xx |
| Coordination | xx | days @ $2.20 per day | $ | xxx.xx |
|  |  | Plus GST (10%) | $ | xxx.xx |
|  |  | TOTAL amount | $ | xxx.xx |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EFT Bank Details** | | | | |
| BSB: |  | Account No: |  |  |
| Account Name: |  | | |  |
|  |  | | | |
| ABN: |  | | |  |
|  | | | | |

*Please note: payment will be made electronically into the school’s bank account by the University’s Financial Services department within 30 days of date of invoice.*

Please direct any queries to [Professional.Experience@educ.utas.edu.au](mailto:Professional.Experience@educ.utas.edu.au) or phone 03 6324 3794