**Emergency Staffing Scheme Application**

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| Application information  |
| School Name |   | School no. |   |
| Contact Email |   |
| ESS Teacher’s Name |   | MOE no. |   |
| Place of residence |   |
| Appointment details  |
| Period of ESS appointment | From to  | Period of this claim | From to  |
| For teachers living at normal place of residence: |
| Daily travel between normal place of residence and school: days x km per day @ 79c per km= $  |
| For Teachers living away from normal place of residence: |
| Travel from normal place of residence to take up an appointment |  km@79c per km | **$**   |
| Travel to normal place of residence at end of appointment |  km@79c per km | **$**   |
| Accommodation Allowance (includes weekends/excludes school holidays) | Actual expenses up to $110 per day | **$**   |
| Return travel to normal place of residence for holiday period (if applicable) |  km@79c per km | **$**   |
|  | Total claim | **$**   |
| Application must include:[ ]  A copy of the letter from the ESS regional co-ordinator confirming the ESS teacher’s appointment[ ]  Evidence of payment of these expenses to the ESS teacher from Board funds |
| CertificationI certify that I have checked the information on this form, to the best of my knowledge, is true and correct in every particular |
| Board of Trustees Chairperson signature: |   | Date: |   |
| ESS Teacher signature: |   | Date: |   |