TRS Management
Sport Officials

NORTHERN REGION SCHOOL SPORT

22/01/2014

All teachers are entitled to TRS when absent from school while performing official duties at Queensland School Sport Championships or attending Northern Regional Sports Management meetings, unless otherwise advised.

Schools can claim reimbursement for these TRS days by forwarding a Tax Invoice to Northern Region School Sport, PO Box 5179, Townsville Qld 4810 for the appropriate amount with the exception of Schools coming under direct Catholic Education Office funding. These will have their claims managed by the CEO.

To ensure timely payments from the Northern Region Sports Office, please note the following points:

1. It is the responsibility of team officials and delegates to submit a Transfer of Duties TRS Reimbursement Form (previously Leave Application) to the Regional School Sport Officer for approval prior to the relevant event. This form notes number of TRS days required and which can be claimed.

2. District delegates to Northern Primary and Secondary Management meetings may claim TRS.

3. Convenors of Northern selection trials may claim TRS reimbursement if the trial is conducted on a school day.

4. The Tax Invoice submitted by the school is for reimbursement of actual money expended to replace the Northern official/s. Therefore it is appropriate that it be sent after the event, not before.

5. For State Schools the current TRS rate can be found at: https://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/Documents/salaryschedule.xls

and is calculated as follows:

Supply Teachers Salary per day plus 17.4174% costs (as at 27/1/14), plus GST.