Native-speaking English Teacher (NET) Scheme in Primary Schools
Application for Reimbursement of Passage/Baggage Allowance

Notes:
1. *The exchange rate to be used for the purpose of reimbursement is the mid-market rate as at the first working day of the month in which the passage begins. For seeking reimbursement before the homeward travel, the mid-market rate as at the first working day of the month in which the claim is submitted would be used.*
2. *Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.*
3. *Please ensure sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.*

Please insert a ✓ in the appropriate box   ** Delete as appropriate*

Part I (To be completed by the NET)

To: Supervisor/Principal of _____ (School)

1. Particulars of NET and family members

	Name in full	Date of birth (dd/mm/yyyy)
(a) Myself		
(b) My spouse		
(c) My child(ren) who is/are unmarried and under the age of 18		

2. ☐ I hereby apply for reimbursement of SINGLE passage and submit the receipt(s) /and boarding pass(es) for reimbursement of air fares as shown below.

    Destinations declared for this application: From _____ to _____

    Air passage taken/to be taken and amount claimed for:

	Direct/indirect route	Commencement of the journey on (dd/mm/yyyy)	Completion of the journey on (dd/mm/yyyy)	Actual expenses** (Please specify the currency)	Amount claimed# (Please specify the currency)
(a) Myself	direct/indirect *				
(b) My spouse	direct/indirect *				
(c) My child(ren)	direct/indirect *				
	direct/indirect *				
	direct/indirect *				
				TOTAL	

3. ☐ I hereby apply for reimbursement of RETURN passage and submit the receipt(s) /and boarding pass(es) for reimbursement of air fares as shown below.

    Destinations declared for this application: Between _____ and _____

    Air passage taken/to be taken and amount claimed for:

	Direct/indirect route	Commencement of the journey on (dd/mm/yyyy)	Completion of the journey on (dd/mm/yyyy)	Actual expenses** (Please specify the currency)	Amount claimed (Please specify the currency)
(a) Myself	direct/indirect *				
(b) My spouse	direct/indirect *				
(c) My child(ren)	direct/indirect *				
	direct/indirect *				
	direct/indirect *				
				TOTAL	

   ** *The actual expenses are the actual costs of the air tickets including airport tax as shown on the receipt, net of any other expenses such as accommodation.*
   \# *If the applicant is entitled only for single passage(s) but bought return ticket(s), the amount claimed should be 50% of the airfare.*

4. ☐ I hereby apply for reimbursement of baggage allowance and submit the receipts/invoice of my baggage expenses at a total of ＿＿＿＿＿＿＿＿＿ (please specify the currency).

☐ In-bound to Hong Kong baggage allowance
I declare that this baggage claim is made upon my first appointment under the NET Schemes and I understand that no baggage allowance will be provided for any subsequent appointment under the NET Schemes.

☐ Out-bound to country of origin baggage allowance
I declare that this baggage claim is made upon completion of an appointment under the NET Schemes, be it the first appointment or any subsequent appointment under the NET Schemes, and I will not be in another employment with schools falling under the Schemes' purview (i.e. government or aided schools).

5. ☐ I am single.

☐ I am married and my spouse' particulars are provided as follow:

Full name of my spouse: ＿＿＿＿＿＿＿＿＿＿＿＿

Hong Kong Identity Card Number (*if any*): ＿＿＿＿＿＿＿＿＿＿

I declare that my spouse of particulars stated above **is / is not** * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools.   If the answer is in the affirmative, please provide the employment details of your spouse as specified below:

Name of school: ＿＿＿＿＿＿＿＿＿＿＿＿＿

Contract period: from ＿＿＿＿＿＿＿＿ to ＿＿＿＿＿＿＿＿

6. ☐ I declare that I and my family members are eligible for the passage / and baggage* allowance claimed and that I and my family are not receiving any double passage / and baggage* benefit arising from my employment with the school and my spouse's employment.   I undertake to notify the school at once should there be any subsequent change to this information.

7. ☐ I confirm that I have read and understood the EDB Circular No. 8/2009 including the Notes for Completing PNET-Forms A-E and the stipulations related to passage allowance and baggage allowance in the Memorandum on the Terms and Conditions of Service.

Signature of NET: ＿＿＿＿＿＿＿＿＿＿＿   Date: ＿＿＿＿＿＿＿＿＿＿

Hong Kong Identity Card Number: ＿＿＿＿＿＿＿＿＿＿＿
(Mandatory to be provided once available)

Full name of NET: ＿＿＿＿＿＿＿＿＿＿＿＿＿
    (Given names)   *(Surname)*

PART II (To be completed by aided schools/special schools with primary section only)

To : Secretary for Education
        [Attn: NET Administration Team, Education Bureau]
        Room 1110, 11/F, Wu Chung House
        213 Queen's Road East
        Wanchai, Hong Kong

1.   I certify that the applicant is:

(a) appointed as a Native-speaking English Teacher under the NET Scheme in Primary Schools in my school from ＿＿＿＿＿＿＿ to ＿＿＿＿＿＿＿. (For the contract renewed/appointment contract period extended, the previous appointment/extension contract period was from ＿＿＿＿＿＿＿ to ＿＿＿＿＿＿＿); and

(b)　eligible for the grant of the following:

☐　passage allowance [please complete para. 2 below]

☐　in-bound to Hong Kong baggage allowance [please complete para. 3 below]

☐　out-bound to country of origin baggage allowance [please complete para. 4 below]

2.　(a)　Details of the passage(s) and amount of allowance claimed as shown in Part I para. 2/para. 3 above have been checked and found:

☐　correct.

☐　incorrect and amended in red.

(b)　Quotation of economy class air passage by the most direct route obtained by the school:

Name of Airline: _____

	Passage quoted	Quoted price
Teacher	single/return *	HK$
Teacher's spouse	single/return *	HK$
Teacher's child(ren)	single/return *	HK$
	single/return *	HK$
	single/return *	HK$
	TOTAL	HK$

(c)　Amount of passage allowance approved:

	Passage entitled	Amount approved @ (Please specify the currency)
Teacher	single/return *	
Teacher's spouse	single/return *	
Teacher's child(ren)	single/return *	
	single/return *	
	single/return *	
	TOTAL	

@　**The amount approved should be the amount claimed by the applicant in Part I para. 2/para. 3 which has been checked and duly corrected by the school, or the quoted price shown in 2(b) above, whichever is the less.**

3.　I certify that the applicant is entitled to an in-bound to Hong Kong baggage allowance at the **single / married*** rate.　The amount to be reimbursed is HK$_____.

4.　I certify that the applicant is entitled to an out-bound to country of origin baggage allowance at the **single / married*** rate.　The amount to be reimbursed is HK$_____.

5.　**I certify that relevant receipt(s)/invoice(s)/boarding pass(es) have been sighted by me and are kept in the school for record purpose.**　I should be grateful if you would arrange the payment.

Signature of supervisor/principal*: _____ Date: _____

Name of supervisor/principal*:　Mr./Mrs./Ms./Miss.* _____

Name of school: _____ (School code: _ _ _ _)

School address: _____

_____ Fax no.: _____

Contact person for enquiry: Mr./Mrs./Ms./Miss.* _____ Tel. no.: _____

Post of contact person: _____

Part III (To be completed by the NET Administration Team, the Education Bureau)

I confirm that _____**(Full name of the NET)** has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the Passage/Baggage Allowance (please specify currency if not in Hong Kong Dollar) as follows:

(a) Passage Allowance:

(b) In-bound to Hong Kong Baggage Allowance:

(c) Out-bound to Country of Origin Baggage Allowance:

Signature: _____

Name: _____

Post : _____

Date: _____

Part IV (To be completed by the Recurrent Subventions Section, the Education Bureau)

Received on	*Input Prepared by*	*Date*	*Checked by*	*Date*

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