

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

**Notes:**

- 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.
- Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.

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) 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) 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) 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, aided or caput schools).
5. [To be completed by married NET]  
I declare that my spouse **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:
- Full Name of My Spouse: \_\_\_\_\_
- 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. 9/2009 including the Notes for Completing NET-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 \_\_\_\_\_

Full Name of NET \_\_\_\_\_

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**Part II (To be completed by aided schools / special schools with secondary section only)**

To : Secretary for Education  
[Attn: Education Officer (NET Administration)]  
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 Enhanced NET Scheme in Secondary 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. \_\_\_\_\_

**Part III (To be completed and retained by caput schools)**

1. The grant of the following is approved:
  - 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.**

Signature of Supervisor/Principal\* \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Supervisor/Principal\* Mr/Mrs/Ms/Miss\* \_\_\_\_\_  
 Name of School \_\_\_\_\_

**Part IV (To be completed by the NET Administration Team, 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 V (To be completed by the Recurrent Subventions Section, Finance Division, Education Bureau)**

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>