

**‘i-Journey’ Paid Non-local Study Leave Scheme for Teachers (2023/24 s.y.)
Claim Form for Reimbursement of Daily-Rated Supply Teacher Salary**

(To be submitted to SLPD Section **on or before 5 August 2024**)

To:	School Leadership & Professional Development (SLPD) Section [Attn.: AA(SLPD)2]
Address:	School Leadership & Professional Development (SLPD) Section, Education Bureau 5/F, East Wing, Central Government Offices, Tamar

PART I: To be completed by Supervisor / School Principal

Name of School: _____ **School Code:** _____ **School Cost Centre Code#:** _____ **Month(s):** _____ **Year:** 2024

Finance Type: Aided / DSS / Government / Special Schools *

Reimbursement of salaries and employer’s contributions to Mandatory Provident Fund (MPF) schemes for eligible supply teachers arising from study leave of teacher(s) participating in ‘i-Journey’ Paid Non-local Study Leave Scheme for Teachers in the 2023/24 s.y.

(For supply teachers with claim period less than 60 days but are required to contribute to MPF, please provide supporting information.)

Teacher on leave ¹			Leave period		Programme attended ³	Name of supply Teacher(s)	Supply period		No. of working days ⁴ (a)	Daily rate ⁵ \$ (b)	Salary amount \$ (a) x (b)	MPF subsidy ⁶ \$ (c)	Contract period	
Name	SRN / Employee ID ²	Rank (Graduate/ Non-graduate)	From	To			From	To					From	To
Total											\$			

Applicable to government schools only

* Please delete as appropriate.

Notes:

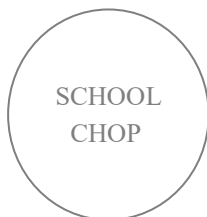
- For aided primary, secondary and special schools, please note that for granting of leave, schools should follow EDB Circular No. 1/2006.
- For aided primary, secondary and special schools, please enter Staff Reference Number of teachers on leave. For government schools, please enter employee ID of teachers on leave.
- Enter the code of Programme in which the teacher on leave has participated:
(a) - Programme on Self-directed Learning (8 weeks in Hong Kong and Finland)
(b) - Programme on Assessment Literacy (7 weeks in Hong Kong and Australia)

4. The number of working days should exclude Sunday, Saturday (short-week), public holidays, discretionary holidays or any days on which the teachers are not required to perform duties.
5. Please refer to relevant EDB circular memorandum on the prevailing daily rates of pay for supply teachers.
6. For supply period less than 60 calendar days yet the supply teacher is required to contribute to MPF, please provide supporting information.

I certify that –

- (i) the emoluments have been paid to the supply teacher and/or MPF scheme trustee concerned and relevant receipts are attached for your record;
- (ii) this request for payment complies with the conditions set out for ‘**i-Journey’ Paid Non-local Study Leave Scheme for Teachers (2023/24 s.y.)** applications;
- (iii) no duplicate claim has been made for government subventions on account of the same leave set out above, such as the Teacher Relief Grant, the encashment of Additional Teaching Posts for English and the fractional staff entitlement for claiming Fractional Post Cash Grant; and
- (iv) the school has verified the teacher registration documents of the supply teacher, and with the supply teacher’s consent, applied to the EDB for the release of the teacher registration information.

My school will refund to the Government any over-payment of grant.



Signature of Supervisor/School Principal : _____
 Name of Supervisor/School Principal : _____
 Contact Person : _____
 Tel No. : _____
 Claim Date : _____

c.c. SSDO() (applicable to aided/DSS/special schools only)

PART II: To be completed by EDB

SLPD Section	Capital and Kindergarten Subventions Section
<p>To: Capital and Kindergarten Subventions Section [Attn.: AOII(CKS)1]</p> <p>The leave period of the teacher(s) in the Programme(s) as stated in Part I has been verified to be correct. Please find original copies of the relevant receipts signed by the supply teacher(s) and other supporting documents enclosed for processing of payment to the school.</p> <p>Date: _____</p> <p style="text-align: right;">(_____) For CPDO(SLPD)1</p>	<p>Received on: _____</p> <p>Payment made on: _____</p> <p>User code: _____</p>

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.