

**Supply Teacher's Receipt**  
(For *'i-Journey'* Paid Non-local Study Leave Scheme for Secondary School Teachers)

**Section A (To be completed by the school)**

<b>(1) Name of supply teacher</b>	
<b>(2) Date</b>	From _____ to _____

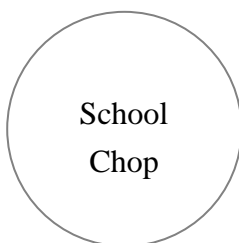
**(3) Please mark the day(s) on which the supply teacher has actually work and note the school/public holidays in the remarks column.**

	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Remarks
Date									
Month									

<b>(4) No. of working days</b>	
<b>(5) Rate per day</b>	\$ _____
<b>(6) MPF subsidy*</b>	\$ _____
<b>(7) Total Amount</b>	\$ _____

\*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 the amount payable to the above supply teacher is correct.



Signature of School head: \_\_\_\_\_

Name of School: \_\_\_\_\_

Date : \_\_\_\_\_

**Section B (To be completed by supply teacher)**

I confirm that I have received the above sum (Section A (7)).

Signature: \_\_\_\_\_

Date : \_\_\_\_\_