Field Experience Supervision Telephone Log / Claims

Date	Person Phoned	Location/School	Notes	Local	S.T.D.	*Mobile	Cost of Call
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$

*** MOBILE telephone calls are generally more expensive. Please use land line phones except in urgent situations**

Your Name: . . . . QUT Employee Number: . . . . . .

To facilitate payment, this form should be submitted with a ***Payment Claim*** **form** and **original** copy (will be returned) of tax invoice from your telephone company (with the relevant telephone expenses highlighted). New staff will also be required to complete a *Fringe Benefit Declaration* and an *Electronic Funds Transfer* Form.

Return to: Cathy Rodier Field Experience Office, Faculty of Education, Victoria Park Rd, Kelvin Grove QLD 4059