Casual Relief Teacher (CRT) Reimbursement Form

***This form can be used by schools to provide information for School Casual Relief Teacher Reimbursement.* (*Refer to the current*** [***School CRT* *Payment policy***](https://www.vcaa.vic.edu.au/About-us/Pages/CasualJobs.aspx)**)**

## School Details

|  |  |
| --- | --- |
| **VCAA School Code (5 Digits):[[1]](#footnote-1)** | School name: |
| Contact person: | School campus: |
| Preferred email: | Contact number: |

## Employee and CRT Engagement Details

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRT DETAILS** | | | | | | | **Supporting Documentation Provided (optional)** | | |
| **Date** | **VCAA Employee ID (5 Digits)[[2]](#footnote-2)** | **Name** | **Job Title/Approved VCAA activity** | **Student contact hours** | **CRT Rate ($69.57 Per Hour)[[3]](#footnote-3)** | **Total Payment** | **Attendance/Timesheets** | **CRT Invoices** | **Other** |
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## Declaration

I certify that the information provided in this form is accurate and complete and the request for payment complies with the [*VCAA school CRT payment policy*](https://www.vcaa.vic.edu.au/About-us/Pages/CasualJobs.aspx).

|  |  |
| --- | --- |
| **Authorised person’s name:** | **Position:** |
| **Signature:** | **Date:** Click or tap to enter a date. |

***Please complete the relevant sections and submit the form to the VCAA HR unit:***[***VCAA.crt.payments@education.vic.gov.au***](mailto:VCAA.crt.payments@education.vic.gov.au)

1. This code is also used to log into VASS [↑](#footnote-ref-1)
2. The employee can provide this information. [↑](#footnote-ref-2)
3. CRT rates to be updated on 1 Jan 2025 and 1 July 2025. Refer [here](https://www2.education.vic.gov.au/pal/salary-rates/overview), [↑](#footnote-ref-3)