



## Team expenses contribution for tips for autism

tips for autism is a team professional learning and development course for parents, whānau, teachers and specialist service providers who are supporting a student with autism spectrum disorder (ASD). The course takes place over three days and is fully funded by the Ministry of Education and the Ministry of Health.

\$150 (\$162 incl. GST) per team per day up to a maximum of \$450 (\$506.25 incl. GST) per course is available as a contribution towards expenses incurred by schools or team members to attend the course. This can be used towards a school's costs in releasing a teacher and teacher-aide to attend the course; or for other team members' costs, for example, towards parents' petrol or childcare costs.

In order to claim this contribution a teacher from the school **must** attend each tips for autism session (ie, attend each day of the course that is claimed). This will be checked against the daily attendance register from the course. The contribution can be claimed by the school only by following the instructions below. The school is then responsible for any payments to parents or other team members where this has been agreed by the participants.

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### Instructions for claiming team expenses contribution

1. Fill in the information about the course location and name(s) of teachers.
2. Give this form to the school office
3. The office needs to provide a TAX INVOICE with the following information:
  - Name of school:
  - GST no
  - Addressed to tips for autism limited
  - Course attended: (location and dates attended)\_\_\_\_\_
  - Name(s) of teacher(s) who attended\_\_\_\_\_
  - Total amount claimed
4. Office needs to send invoice to us at the address below

#### What you can claim

\$150 per day(plus GST) per team

Maximum of \$450 (plus GST) per team

#### Send to:

Team expenses payments  
Keryn Mells  
tips for autism limited  
Ministry of Education  
PO Box 1666  
Wellington

*Please note: Only one payment will be made per team per course and this needs to be processed by the school. Any payments to other participants need to be made by the school.*