



# Hong Kong Triathlon Association

## part-time coach / officials allowance claim form

<b>Event name:</b>	Triathlon Grassroot Training Courses		
	<input type="checkbox"/> Junior Elementary	<input type="checkbox"/> Adult Elementary	<input type="checkbox"/> Inter-mediate
	<input type="checkbox"/> Fun Day		
	<input type="checkbox"/> School Sports Promotion – Easy Sports / School Demonstration		
	<input type="checkbox"/> Regional Squad	<input type="checkbox"/> Nation Squad B	<input type="checkbox"/> National Squad
	<input type="checkbox"/> YAT	<input type="checkbox"/> Wan Chai Age Group Training	<input type="checkbox"/> Others:
<b>Course code:</b>			
<b>Position:</b>	<input type="checkbox"/> Main Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Official
<b>Venue:</b>			
<b>Expenditure item:</b>	<input type="checkbox"/> Coach Allowance	<input type="checkbox"/> Official Allowance	<input type="checkbox"/> Others:

	Month	Date	Wk	Time	No. of hrs	Total	Total hrs	Hourly rate	Total salary (HK\$)	
1							0		HK\$0	
2							0		HK\$0	
3							0		HK\$0	
4							0		HK\$0	
5							0		HK\$0	
6							0		HK\$0	
7							0		HK\$0	
8							0		HK\$0	
9							0		HK\$0	
10							0		HK\$0	
							<b>Total hrs</b>	0	<b>Total Salary (HK\$)</b>	HK\$0

**Remarks:**

- part-time coach & official need to fill-in this form and submit the attendance altogether to the Tri HK .

**Signature of coach / official** \_\_\_\_\_

**Signatory of Secretariat Staff :** \_\_\_\_\_

**Coach / Official name :** \_\_\_\_\_

**Name of Secretariat Staff :** \_\_\_\_\_

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

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