North Muskegon Public Schools

Reimbursement Form

Hourly/Stipend Pay

Employee: _____

_____ Saturday School $25.00

_____ Tutor Room $25.00

_____ Homebound Instruction $18.00

_____ Hourly Curriculum $25.00

_____ IEP Meetings for those exceeding 4 per year, 30 minutes in length and outside the contractual work day $25.00 per meeting

Date	Student Name IEP / Teacher covering for	In	Out	In	Out	Total Hours
					Total Hours	
					Rate	
					Total Due	

This is a true and accurate statement of hours worked.

Employee Signature Date

Principal Signature Date

Superintendent Signature Date

Timecards must be turned in by Monday morning to be paid the following Payday.