Michigan Conference of Seventh-day Adventists
SUBSTITUTE TEACHER REIMBURSEMENT FORM *

INSTRUCTIONS: This form should be sent to payroll@misda.org by the 20th of each month.

SCHOOL AND TEACHER DATA

Name of School: _____

Substitute Teacher's Name: _____

Days Taught:

DATE	Teacher Name	REASON	Half Day	Full Day
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

TOTAL DAYS SUBSTITUTED _____ x _____ = _____

If the Teacher Assistant in the classroom subs and is paid more than $15/hr as a TA, then the pay is $160/day

Substitute daily rate is $120/day or $60/half, unless the Teacher Assistant rule applies

Regular Teacher's Signature: _____

Principal's or Treasurer's Signature: _____

Conference use only:
School Charge $ _____

Sick/Personal $ _____

Other $ _____

* Substitute teachers must be a minimum of 21 years old.

Completed form needs to be sent to payroll@misda.org