

Teacher \$50 Reimbursement

Name _____
Last First

Date ___/___/___ EMPLID _____ Position (grade, ancillary, etc.) _____

Overview:

- The maximum amount reimburse per teacher is \$50.00.
- Partial reimbursements are not allowed. (ex. – turn in receipts for \$25 one date and \$25 another date)
- Teachers will receive reimbursements on their payroll check as a net adjustment with a **Code 37**.
- The reimbursements will NOT be subject to taxes (withholding, Medicare, social security) nor TRS.
- The reimbursements will not be added to the teacher's gross pay.
- There can only be one reimbursement submitted for each teacher during the school year.

On the back of each receipt please write your name. Staple the receipts to the back of this form and turn in to Mrs. P. Rodriguez's mailbox. Thank you.