

Budget Office No. _____

**2011 – 2012
LONG-TERM LEAVE REIMBURSEMENT FUNDS
FOR GENERAL FUND CLASSIFIED SUBSTITUTES**

SCHOOL _____

LOCATION NO. _____

Employee's Name _____

MUNIS Employee # _____

Employee's Title _____

Reason For Leave _____

Beginning Leave Date: _____

Approximate Return Date _____

Sub/Floater Name _____

MUNIS Employee # _____

ONE FORM IS REQUIRED FOR EACH SUBSTITUTE/FLOATER

Pay Period Ending	# Days Sub Worked in Pay Period (Max 10)	Dates (List individual or by week: 07/01/2011 or 07/05 – 09/2011) (Exclude holidays, weekends, etc.)

PREPARED BY _____

PRINCIPAL'S SIGNATURE _____

VACANCIES ARE NOT REIMBURSED THROUGH THIS PROCESS.

Copies of Substitute Reporting Forms/Floater Reporting Forms showing consecutive dates worked for above employee **must be attached**. Our office will review the information submitted and reimburse the school's budget for all days the substitute worked for a classified employee, with the exception of the first five (5) days. Subs paid for employees on vacation *will not be* reimbursed.

Substitute must be paid out of substitute code. Please note the strict deadline schedule for submitting reimbursement requests:

Deadline is quarterly on October 5, 2011 (for July, August, September); January 4, 2012 (for October, November, December); April 4, 2012 (for January, February, March); and July 5, 2012 (for April, May, June).

Return forms via pony mail to Financial Planning & Management, 4th floor, VanHoose, or fax to ext. 6235. (One copy only)

Do not submit any Board Paid (general or federal) ECE instructional assistants for reimbursement. If submitted correctly on

"Time and Attendance" the correct charge to ECE is automatic.

ELIGIBLE POSITIONS FOR REIMBURSEMENT:	SUB RATE:
Clerk/Secretary, Bookkeeper, Instructional Assistant	\$9.00
Custodian/Plant Operator – Includes Floaters	\$9.00
Security	Flat Rate

BUDGET OFFICE USE ONLY

Journal # _____ Period _____

Amount Approved: _____

Budget Director's
Signature _____

Transferred to Code _____

Transfer Date _____