

## OMTA Syllabus Adjudicators Reimbursement Form For In Person Exams Only

<b>Wages</b>	\$45/hour with adjudicator confirmation – \$40/hour without adjudicator confirmation. Paid for minutes for each exam, conference, forfeit, and break. Exclude lunch.
<b>Mileage</b>	Paid at standard IRS business reimbursement rate – .56/mile for 2021.
<b>Meals</b>	\$25/day for adjudication day <i>only</i> when site is more than 60 miles from adjudicator's home.
<b>Lodging</b>	Will be paid, up to \$185 per night/per room when: 1. The adjudication site is more than 60 miles from adjudicator's home, <b>and</b> ; 2. The assignment includes two or more consecutive days of adjudication with a minimum of three hours per day. <i>Attach a copy of the hotel bill – credit card receipts/statements are not accepted.</i>

Name: _____ Address: _____ _____ Phone: _____ Email: _____	<p><b>Please submit one form per District assignment</b></p> <p>– Attach a copy of each day's schedule –</p> Adjudication date(s): _____ Instrument: _____ District: _____
--	--

I certify that these expenses meet the OMTA policies stated above and have been incurred in the performance of my duties as an adjudicator for the Syllabus Program.

Signature: \_\_\_\_\_

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

<b>Wage &amp; Reimbursement Request</b>			
	Enter your totals in this column		OMTA use only
Qualifying minutes			
Hourly rate			
Total miles			
Meals - list # of days			
Distance from home			
Lodging			
<b>TOTAL</b>			

**Submit your reimbursement in one of these ways:**

1. Photograph form and schedule. Text to bookkeeper: 541-979-5645      -or-
2. Email PDF form and PDF schedule to: [bookkeeper.syllabus@oregonmta.org](mailto:bookkeeper.syllabus@oregonmta.org)      -or-
3. Mail form and schedule to: Syllabus Bookkeeper  
Karen Huntsberger, NCTM 1130 NW Shadywood. St., McMinnville, OR 97128