

**Oregon Music Teachers Association  
Syllabus Adjudicator Reimbursement Form  
For Online Exams Only**

<b>Wages</b>	\$45/hour with adjudicator confirmation \$40/hour without adjudicator confirmation You will be paid for minutes for each exam, conference, forfeit, and break. You are not paid for lunch.
<b>Mailing</b>	You will be paid for an additional 30 minutes per adjudication day to cover materials and postage for mailing evaluation forms and certificates to teachers.

Name: _____  Address: _____ _____  Phone: _____  Email: _____	<p><b>Please submit one form per District assignment</b></p> <p><i>Attach a copy of each day's schedule</i></p> Date(s): _____  District: _____
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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			
Mailing minutes			
Hourly rate			
<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