

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

Wages	\$52/hour with adjudicator confirmation \$46/hour without adjudicator confirmation You will be paid for minutes for each exam, conference, forfeit, and break. You are not paid for lunch.
Mailing	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>Please submit one form per District assignment</p> <p><i>Attach a copy of each day's schedule</i></p> Date(s): _____ 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.

Initials: _____ Date: _____

Wage & Reimbursement Request			
	Enter your totals in this column		OMTA use only
Qualifying minutes			
Mailing minutes			
Hourly rate			
TOTAL			

Submit your reimbursement in one of these ways:

1. Email PDF form and PDF schedule to: bookkeeper.syllabus@oregonmta.org -or-

2. Mail form and schedule to: Syllabus Bookkeeper
Karen Huntsberger, NCTM 1130 NW Shadywood. St., McMinnville, OR 97128