

OREGON MUSIC TEACHERS ASSOCIATION, INC.

Syllabus Adjudicator's Remuneration and Reimbursement Request Form
Please submit **WITHIN TWO WEEKS** of each completed adjudication.

Adjudicator Name: _____ Certified: Yes No

Address: _____

Phone: _____ E-mail: _____

Social Security Number (required for submitting Form 1099 to the IRS): _____

Adjudication Date(s): _____

District (Submit one form for each District assignment): _____

(For Portland Syllabus Districts, please list focus area (e.g. Hillsboro, Bethany (W or E), Northwest, East Portland, Beaverton North, Beaverton South, West Linn/Lake Oswego, West Hills, Upper Division Portland East, Upper Division Portland West I, Upper Division Portland West II, etc...).

Instrument: _____

Remuneration: Policy: OMTA will remunerate the adjudicator \$45/hour (w/certification) or \$40/hour (w/out certification). Add minutes for each student, conference, forfeit and break, *excluding* lunch. Attach a copy of each day's schedule.

Total Qualifying Minutes	Hourly Rate	Total Remuneration (OMTA Use Only)

Lodging Reimbursement (Attach a copy of the hotel bill printout, not the credit card receipt or statement.)

Policy: OMTA will reimburse the *actual lodging expense*, up to \$185 per night per room, when an overnight stay is necessary, if one of the following conditions are met: (1) The adjudication site is more than 60 miles from the adjudicator's home and includes a minimum of three hours of adjudication, or (2) The adjudication assignment includes two or more consecutive days of scheduled adjudication.

Date	Location	# nights	Amount	Total

Meal Reimbursement Policy: OMTA will reimburse \$25 for each scheduled adjudication day only when the adjudication site is more than 60 miles from the adjudicator's home.

# Qualifying Days	Distance from Home	Daily Rate	Total

Mileage Reimbursement Policy: OMTA will reimburse the adjudicator for use of his/her personal vehicle to travel to/from the adjudication location using the standard IRS per mile business reimbursement rate in effect at the time the expense was incurred

Date	Begin Mileage ¹	End Mileage	Total Miles		

¹ If you use your trip odometer to calculate miles, the beginning mileage would be zero and the ending mileage would be the final reading.

Mail to: Syllabus Treasurer - Karen Huntsberger NCTM
1130 NW Shadywood St, McMinnville, OR 97128

I certify that the expenses listed on this form for which reimbursement is being requested are valid OMTA expenses and have been incurred by myself in the performance of my duties as an adjudicator for the OMTA Syllabus Program.

Signature: _____ **Date:** _____