



Oregon Music Teachers Association Syllabus Adjudicators Reimbursement Form

Wages	\$45/hour with adjudicator certification – \$40/hour without adjudicator certification. Paid for minutes for each exam, conference, forfeit, and break. Exclude lunch.
Mileage	Paid at standard IRS business reimbursement rate – .575/mile for 2020.
Meals	\$25/day for adjudication day <i>only</i> when site is more than 60 miles from adjudicator’s home.
Lodging	Will be paid, up to \$185 per night/per room when: 1. The adjudication site is more than 60 miles from adjudicator’s home, <i>or</i> ; 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><i>Please submit one form per District assignment</i></p> <p>– <i>Attach a copy of each day’s schedule</i> –</p> Adjudication date(s): _____ Instrument: _____ 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: _____

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

Email as a PDF with PDF schedule to: bookkeeper.syllabus@oregonmta.org

- OR -

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

(Updated 02/25/20)