

# Moving Classrooms/Buildings

Submission for Reimbursement for

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

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

**Note: Times and Dates MUST be outside the regular work day.**

	Date	Hours (please include start & end times)	Reason for Move	District Account Number (authorized by an administrator)
1				
2				
3				
4				
5				
6				

**PAY RATE \$28.00/hour**

**Moving Pay:** Teachers required to vacate a classroom or building shall be given 4 hours at the end of the school year and 4 hours at the beginning of the next school year at the curriculum rate. Additional pay for circumstances that involve required relocation to another building will be mutually agreed upon between the Deputy Superintendent and the BEA President.

1. Submissions for payment must be submitted **within two months** from when the move occurred.
2. If the move occurred during the summer, this form should be submitted by October 31<sup>st</sup> of the following school year.

TOTAL REIMBURSEMENT:

\_\_\_\_\_ @ \$28 = \$ \_\_\_\_\_

Principal's/Supervisor's Signature: \_\_\_\_\_

Deputy Superintendent's Signature: \_\_\_\_\_