



**HIGHLAND FALLS-FORT MONTGOMERY
CENTRAL SCHOOL DISTRICT**
PO Box 287
Highland Falls, NY 10928
(845) 446-9575

PAYROLL CLAIM FORM - CHAPERONE

Employee: _____

School: _____

Address: _____

Pay Rate: \$22 per hour

Event:	
Date:	
Beginning Time:	
Ending Time:	
Total Number of Hours:	

Please be advised:

1. Non-school day chaperones will receive \$22.00 per hour up to a maximum of \$176.00. The maximum amount of an overnight/weekend chaperone trip will be \$352.00.
2. If you choose to chaperone an event that takes place during the normal school day, there is to be no expectation of a chaperone stipend if the event goes beyond the normal school day.

Approval of Supervisor /Date

Requester Signature /Date

Approval of Asst. Supt. for Business /Date

For Business Office Use Only:

Units	Pay Rate	Amount	Notes
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