

# delegate assembly reimbursement

**DELEGATES ONLY**

School District \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**wages**

OPTION 1: Contact your district payroll office to pay your normal wages and submit a bill to MSEA. If choosing Option 1, DO NOT fill out wage info here.

OPTION 2: To receive wage reimbursements from MSEA, you must complete the following information. Wages must be run through MSEA's payroll.

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
MARITAL STATUS &  
# OF DECUCTIONS

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
# OF HOURS

X

\_\_\_\_\_  
HOURLY RATE

=

\_\_\_\_\_  
TOTAL WAGES

**mileage, etc**

Carpooling is strongly encouraged and reimbursed at the current IRS rate.

# OF MILES \_\_\_\_\_ X \$0.50 per mile = \_\_\_\_\_

**NOTE:** All event sessions should be attended or reimbursement may be denied due to excessive absence. If reimbursement is denied, the MSEA Treasurer, or a designee, will write a letter stating the basis for the denial and advising the person(s) that he or she may submit, in writing, reasons why the reimbursement should be allowed. This letter must be sent 45 days after the receipt of the denial letter from MSEA. The MSEA Executive Director and Board will then reconsider the denial at the next scheduled Board meeting.

Signature \_\_\_\_\_ Date \_\_\_\_\_