

**Michigan Conference of Seventh-day Adventists  
SUBSTITUTE TEACHER REIMBURSEMENT FORM \***

**INSTRUCTIONS:** This form should be sent to the Conference Office of Education on the 20<sup>th</sup> of each month with the principal's monthly report. After receiving this form, the Conference Treasury will send a payroll check directly to the substitute teacher. The Conference Treasury will also send a statement to the school treasurer indicating the amount due for 50% of all absences which are defined to be those shared with the Conference. Any Conference-required appointment by the Office of Education will be reimbursed at 100%.

**SCHOOL AND TEACHER DATA**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Regular Teacher's Name: \_\_\_\_\_

Substitute Teacher's Name: \_\_\_\_\_

	DATE	REASON	PAY
Days Taught:			

TOTAL DAYS SUBSTITUTED \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Make copy for school

Send this form to:

Office of Education  
Michigan Conference  
5801 W. Michigan Ave.  
Lansing, MI 48917

Regular Teacher's Signature: \_\_\_\_\_

Principal's or Treasurer's Signature: \_\_\_\_\_

Approval of Superintendent: \_\_\_\_\_

School Charge \$ \_\_\_\_\_

Sick/Personal \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\* Substitute teachers must be a minimum of 21 years old.

Completed form needs to be sent to payroll@misda.org  
Pay is \$120/day or \$60/half day