Payroll Claim Voucher for Extra Duty Work

To be considered for payment, this claim voucher must be signed by the employee and appropriate principal or supervisor and must include **all** information requested. All government programs for tutoring and after school programs must have an attendance roster attached. Send completed and signed forms to the *Director of Government Programs* on the **first of the month. All signatures must be original.**
(The completed time sheet must be in the payroll office the by the 10th of the month.)

Name _____ Employee ID# _____

My normal job is: _____ Teacher _____ Clerk/Aide _____ Counselor/Diagnostician _____ Administrator

This job was: _____ Tutor _____ Detention _____ Athletic Event _____ Homebound _____ Voyager

_____ Substitute for another employee Other_____

Date	Description	Time In	Time Out	Total Time	Number of Students

Total Hours Worked:_____ Teacher Signature:_____ Date:_____

For Principal/Supervisor/Director Use Only:

Approval:_____ Date:_____
Priancipal/Supervisor Director
Amount to be Paid: _____ $10 per class/hr _____ $15 per class _____ $20 per hour _____ $25 per hour
_____ $30 per hour Other _____

Account Code:
199.11.6117.00._____.___.___ ___.0.000
199.11.6121.00._____.___.___ ___.0.000
211.11.6117.00._____.___.___ ___.0.000
211.11.6121.00._____.___.___ ___.0.000
404.11.6117.57._____.___.___ ___.0.000
404.11.6117.58._____.___.___ ___.0.000
199.11.6117._____._____.___.11.0.000
199.11.6121._____._____.___.11.0.000
199.11.6117.06.105._____.11.0.088
199.11.6121.06.105._____.11.0.088
285.11.6117.00._____.____.30.0.000
_____

Remarks to Payroll:_____

Revised Form 12/10/09