

# Education Service Center, Region VI

3332 Montgomery Road  
Huntsville, Texas 77340  
(936) 435-8400 Fax: (936) 435-8484

## SUBSTITUTE TEACHER REIMBURSEMENT

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

Address: \_\_\_\_\_

\_\_\_\_\_

ESC Coordinator: \_\_\_\_\_

Workshop: \_\_\_\_\_ Session#: \_\_\_\_\_

\*Date: \_\_\_\_\_

Reimbursement of Substitute Teacher Pay for the following workshop participant(s):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

**Instructions: Please print form and complete the remaining information. Payment cannot be made without your Superintendent's signature. Please return form to the ESC Coordinator listed above.**

Substitute Teacher for \_\_\_\_\_ days @ \_\_\_\_\_ per day. TOTAL: \_\_\_\_\_  
(District rate)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Education Service Center, Region VI

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Controller, Education Service Center, Region VI

Expenditure Code (Region VI Office Use Only): \_\_\_\_\_