

EXTRA PAY VOUCHER

2025-2026

NAME _____

EMPLOYEE NUMBER _____

IDENTIFY REASON FOR EXTRA PAY _____

SCHOOL _____

SUPERVISOR _____

EXPENDITURE CODE: _ _ - _ _ - _ _ - _ _ - _ _ - _ _

CHECK
ONE
BOX

- ☐ Classified/Non-Licensed Staff Hourly Rate _____
- ☐ Teacher's Staff Hourly Rate _____
- ☐ Staff Development/Mentor Pay \$27/Hr.
- ☐ Voluntary Subbing during Prep Time \$.74/minute
- ☐ Directed to Combine Class Period with Another Class \$.54/minute
- ☐ Curriculum Writing \$32/Hr.
- ☐ Summer School & Summer Curriculum Writing \$32/Hr.
- ☐ After School Program/Credit Recovery \$32/hr
- ☐ Split daily sub rate or lesson writing for casual sub (\$25/day)
- ☐ Miscellaneous (Ex: Coaching/Event Stipend/Chaperone Pay (\$16/hr), School-year stipends,etc.)
(List Reason/Event _____)

PLEASE NOTE:

All staff are paid at their regular hourly wage, if that amount is less than the amount identified on this form.

DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS (excluding lunch)	DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS (excluding lunch)

TOTAL AMOUNT REQUESTED FOR PAYMENT: _____

TOTAL Hours

REVISED May 2025

Date _____
Date _____Staff Signature _____
Approved by _____