

**TRAVELING TEACHER—Travel Pay Voucher**  
 Human Resources Office ♦ Lansing School District ♦ 519 W. Kalamazoo. Lansing, MI 48933

Classroom teachers who are assigned to two school buildings shall receive extended day pay (per Appendix A-3) of two (2) hours per week if they are required to drive between buildings. LSD/LSEA Contract. Sec. 6. I. 2.

Teacher Name \_\_\_\_\_ Employee Number \_\_\_\_\_

School Year 20\_\_\_\_—20\_\_\_\_\_ Department \_\_\_\_\_

Select only one:     1<sup>st</sup> Semester         2<sup>nd</sup> Semester         Full Year

**FILING DEADLINE: 30 CALENDAR DAYS FROM FIRST DAY OF THE ASSIGNMENT.**

DAY	SCHOOL	SCHOOL	Office Use
Monday			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuesday			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Wednesday			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Thursday			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Friday			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

E A C Schedule (Appendix A-3) 1 day = \$397.33; 2 days = \$794.66; 3 days = \$1,191.98; 4 days = \$1,589.31; 5 days = \$1,986.64.

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

***If necessary, please have the Principal/Department Supervisor sign below as confirmation:***

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

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

HUMAN RESOURCE USE ONLY		
Current school year Extra Pay Authorization per week: <input type="checkbox"/> 1 <sup>st</sup> Semester <input type="checkbox"/> 2 <sup>nd</sup> Semester <input type="checkbox"/> Full Year		
Amount to be paid \$ _____	HR Approved _____	Date ____/____/____

**PAYROLL USE ONLY**

Account Number	%	FTE	Account Number	%	FTE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____