

TRAVEL ALLOWANCE FORM

FOR OCCASIONAL TEACHERS



Occasional Teacher's Name: _____

SAP Employee Number: _____

Article 13.06 – “A travel allowance of \$8.00 per day shall be paid to an occasional teacher replacing an ITINERANT TEACHER. This traveling allowance shall also be applicable when an occasional teacher is assigned to MORE THAN ONE SCHOOL during the same school day.”

DATE	SCHOOL TRAVELLING FROM	SCHOOL TRAVELLING TO	WHO ARE YOU REPLACING	ASSIGNMENT/GRADE

Date Submitted

Occasional Teacher Signature

Please submit to:
Anna Arona for Occasional Teachers with the last name beginning with A-K
Mary Bertolo for Occasional Teachers with the last name beginning with L-Z