

JOBULATOR REIMBURSEMENT REQUEST FORM – SUBSTITUTE TEACHER

In order to secure real-time access to substitute teaching positions in the Absence Management substitute calling system, substitute teachers are encouraged to subscribe to the Jobulator mobile app annually. Substitute teachers may purchase the Jobulator app by visiting the website www.jobulator.com. **To be reimbursed, the substitute is required to purchase the YEARLY membership (\$49.99).** Reimbursement is not available for monthly memberships. The Board will reimburse the annual cost of the Jobulator mobile app to all substitute teachers after they have worked the required ten (10) school days in the current fiscal year.

Substitute teachers will submit this reimbursement request form along with proof of payment to the Human Resources office. Proof of payment requires the bill showing the charge for the application and the method of payment received. **ALL requested information must be provided. Incomplete requests will be returned.**

I have read the information presented above and acknowledge my responsibility in providing appropriate paperwork for reimbursement processing. I understand that I will only be reimbursed for the YEARLY membership subscription option. I understand I must work the required 10 days in the fiscal year in order to be eligible for reimbursement.

Signature _____ Date _____

Name _____ WCPS ID Number _____

Home address _____

**SUBMIT COMPLETED FORM AND ATTACHMENTS TO HUMAN RESOURCES:
LINDSEY DARR, COORDINATOR OF HUMAN RESOURCES: TEACHER PERSONNEL**

To: Accounts Payable

(for Office Use Only)

Payment Authorized \$ _____ Acct # 01-01-15-00-0-6025-500-00- For Year: _____ - _____

Approval Signature: _____ Date _____

Approval Signature: _____ Date _____