



## NCMEA MENTOR PROGRAM SUBSTITUTE REIMBURSEMENT FORM

NCMEA members may be reimbursed their sub rate for taking a Professional Leave Day when performing a service for the association. Please complete the form below. Your school principal, assistant principal, or school treasurer may verify your leave by signing the form below. A reimbursement check will be made out to the NCMEA member and will be mailed to the address below.

NCMEA Member Requesting Reimbursement:
School Name:
School Address:
City/State/Zip:
Email address:
Leave Date(s):
Sub Rate:
Service to NCMEA: (Mentor Program)

I certify that the teacher named above used a professional/personal leave day in service to the North Carolina Music Educators Association on the date(s) listed above:

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this completed form to:

Pat Hall, Executive Director  
883-C Washington St | Raleigh NC 27605  
[pathall@ncmea.net](mailto:pathall@ncmea.net)