

# Substitute Reimbursement Procedures & Contact List

## Not Reimbursable

- Mindset Trainings
- Majority of Special Ed trainings
- Mindfulness Trainings
- School Initiated Dept Meetings
- Field Trip Advisors
- Media Center district meetings

## Student Services

Leticia Gomez ext 203344

An Org/Obj will be shared for any subs  
that are reimbursable

## Special Ed

Teresa Dixon ext 310265

An Org/Obj will be shared for any  
subs that are reimbursable

## CTAE

Leah San Antonio ext 403520

If it is a CTAE teacher that requests a sub,  
remember to add project code 03011 when  
entering the sub info in Munis

## Federal Programs

Angel Findley ext 202275

[Federal Programs Sub Procedures](#)

## Title II

Victoria Horak ext 202133

[LEAD Acad AA's instructions](#)

[LEAD Acad instructions](#)

Sharon McAllister ext 201151

Crucial Conversations - Dr. Jamie  
Brown provides the information  
and forms to attendees

## Teaching & Learning

Ashley Norman ext 202270

- 1st through the 5th of each month a list of approved substitutes (from the prior month) will be going out to the schools.
- by the 15th of that same month the school needs to send Ashley a request for sub form (not sure what the name of the form is) showing if it was a certified or non-certified sub. If I do not receive the form from the schools by the 15th, the payment will have to wait until the following month.
- Ashley will submit the payment information to Steve by the 25th and will send the schools the amount that was submitted for reimbursement.