

# Election Judge Training Newsletter #4

Nancy Schultz Voots  
Will County Clerk



## A MESSAGE FROM THE COUNTY CLERK

### Dear Election Judge:

After the election, my goal is to process the payroll so you are quickly compensated for your day of service. I have made some changes to the Expense Bill, which will help ensure that payroll is processed in a timely and efficient manner. Below is a sample of the new expense bill. Please feel free to add your comments on how you like or dislike the new form on the comment sheet located in the Election Day Binder.

### Expense Bill:

- ★ The Expense Bill is in the Election Day Binder.
- ★ Carefully complete the Expense Bill with all the necessary information before leaving the polling place.
- ★ Return the completed Expense Bill in the Election Day Binder.
- ★ Darken the ovals at the bottom of the page to indicate if your booths were set up and the AutoMARK was sitting on the table.
- ★ Election Judges who use their cell phones to make calls to the County Clerk's Office on Election Day are reimbursed 20¢ per minute. You must submit a copy of your cell phone bill with Election calls marked.
- ★ Mileage is only paid to the Election Judges picking up the supplies, driving to return supplies or if they travel to another precinct to work on Election Day. The current rate is 50¢ per mile. The total mileage must be marked on the Expense Bill.

### **THIS FORM MUST BE COMPLETED IN ORDER TO GET PAID FOR YOUR SERVICES**

Election Judges' Expense Bill November 2, 2010 General Election

<b>Judge #1</b> Print Name _____ Current Address _____ City _____ Zip Code _____ Phone _____ Picked up Election Supplies Yes _____ No _____ Drove back to return Election Supplies Yes _____ No _____ Rode back with driver to return Supplies Yes _____ No _____ <b>TOTAL</b> mileage for <b>TRAVEL JUDGES</b> _____ Picked-Up keys to Polling place Yes _____ No _____
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<b>Judge #2</b> Print Name _____ Current Address _____ City _____ Zip Code _____ Phone _____ Picked up Election Supplies Yes _____ No _____ Drove back to return Election Supplies Yes _____ No _____ Rode back with driver to return Supplies Yes _____ No _____ <b>TOTAL</b> mileage for <b>TRAVEL JUDGES</b> _____ Picked-Up keys to Polling place Yes _____ No _____
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**VOTING BOOTHS SET UP:** Yes  No  **WAS AUTOMARK ON TABLE:** Yes  No

If you have any questions on Election Day, please refer to your manual. If you have further questions, then call the County Clerk's Office. (See inside front cover of your manual for phone numbers)

**This newsletter covers page 27 in your Election Judge Manual**