

EDUCATOR INVOICE

HOURS / CLIENTS:

Date	Class Hours (use key)	TOTAL	ODOMETER			Client Name	Class Description	Roster #
			(Round Trip <i>if greater than 50 miles</i>)					
			Start	End	MILES			
* Mileage must have odometer readings or Mapquest documentation.								

Total Hours (rate) x \$ = Total Miles x \$0.60 = Returned AED

EXPENSES:

Date	Meals	Lodging	Air Fare	Auto Rental	Parking	Tolls	Misc Expense	Drive Time *		TOTAL
								Manikin Rental \$20.00 per set of 5	Manikin Purchase Payment \$30	
(must be pre-approved by LSS office)										

TOTALS:

For Office Use Only:

Hours Approved: _____

Mileage Approved: _____

Expenses Approved: _____

Educator Signature: _____

Approved By: _____

Total Paid: _____ Payroll Date: _____