

ACWL-Nuveen Teacher Invoice

Invoice must be turned in to ACWL-Nuveen staff within 48 hours of a class/final class of a series. Physically give invoice to staff after the class, leave on Erin's desk, or email invoice to Erin at nuveen@artswhitelake.org

Teacher Name:	Today's Date:
Class Title:	Class Date(s):
Total Class Hours Taught:	Teaching Pay Due: (Hours taught x \$30)

Prep Time Log: you are eligible for prep time equivalent to the length of the class. 2 hr class = 2 hrs prep time pay. Activities that are eligible for prep time pay include: creating samples, preparing supply kits, lesson planning etc. If you are requesting prep time pay for lesson planning, you must include a copy of the plan. ACWL-Nuveen staff have final say on what is considered prep time pay. If you're unsure, ask!

Date	Start Time	End Time	Work done

Total Prep Hours:	Prep Pay Due: (# of prep hours x \$10)
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Supply Costs: supplies reimbursement *must* be pre-approved by ACWL-Nuveen Staff

Cost of Supplies per student:	Number of students:	Supply reimbursement due: (cost of supplies per student x # of students)
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Gas Mileage Reimbursement: for those who live outside of a 30-mile radius from the ACWL-Nuveen. Teacher contract must be up-to-date with current address to receive gas mileage reimbursement at 50 cents/mile.

Miles driven:	Mileage due:
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TOTAL PAY DUE: (teaching + prep + supplies + mileage)	Date:	Signature:
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ACWL-Nuveen Staff Use Only	Date Received:	Class Pay Due:	TOTAL PAY DUE:
	Received & Verified By:	Prep Pay Due:	Date of Payment:
	Notes:	Supply Pay Due:	Paid By: