



Yukon Education E-1

Invoice #
*office use

Attn: Lisa Keenan
PO Box 2703
Whitehorse, Yukon
Y1A 2C6

School or Session Name

Date(s) of Session

Teacher Name

Artist Consultant Information

Contact/Business Name

Address

City

Province/Territory

Postal Code

Phone Number

Email Address

Invoice Information

The Session Information Sheet must be filled in and signed by the Teacher. A copy must be sent to Education attn: Lisa Keenan prior to payment of this invoice. Please use one invoice per session not per day.

Description	Hours	
Lesson Planning w Teacher (\$50.00/hr) *PD not to exceed 2 hours		Total
In-Class Instruction (\$50.00/hr) *time spent working with students		Total
Artist Prep Time (\$50.00/hr) *maximum 50%/In-Class Instruction Hours		Total
Training / *Travel Time (\$25.00/hr) *for travel outside of Whitehorse only		Total
Sub-Total Amount		
Additional Prep Time (\$25.00/hr) *Pre-Approved by Coordinator		Total
Gas, Hotel, Meal, Flight, Baggage receipts *must include original receipts		Total
Total Amount for Approval and Payment		