



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