

Bay Area Writing Project • Inservice Documentation & Request for Payment • 2002-2003

To assure prompt payment for your work, please send this sheet to Marty Williams, Co-Director, Bay Area Writing Project, 615 University Hall #1040, UC Berkeley, Berkeley, CA 94720-1040. Call (510) 642-4544 with questions.

Name: _____ Social Security No.: _____ Date submitted: _____

Telephone No.: _____ E-mail address: _____

Shaded areas are for Office Use Only.

Date of work:	Site where workshop occurred:	BAWP Teacher Consultant Coordinator:	Hours worked:	Stipend:	Mileage/Tolls/Parking:	Miscellaneous expenses, i.e., photocopying <small>*(See note. Please attach receipts.)</small>	Sub fee:	Pay sub fee to:
<i>Example:</i> 8/22/01	<i>César Chávez Elementary/SFUSD</i>	<i>Kathy Rosebrock</i>	<i>3 hours 9-12:00</i>	<i>\$225</i>	<i>30 miles \$3 toll</i>	<i>None</i>	<i>Yes</i>	<i>San Rafael Unified School District</i>

Note:

Photocopies: If you cannot copy your own materials free of charge, you can help us save money by sending any workshop materials to the BAWP office for photocopying. We can have your materials ready for you to pick up at the BAWP office or we can send them directly to the workshop site. If you must use a commercial copy place, then please send your receipts with this form and we will reimburse you.

Reimbursement for travel: BAWP will reimburse you for mileage over and above 20 miles roundtrip. Please include your complete mileage and costs of tolls on this sheet.

