

Peer Advisor Time Record

Use this form if you are visiting Resident Council Meetings, attending with a Peer Trainer for training purposes, observing only, etc.

Transportation and supplies expenses can be reimbursed through the Presidents Council. Transportation includes bus fare amount (with proof), approved rate per mile for auto (include the total miles), cab (if necessary; include receipts), and parking (include receipt).

Name _____ **Telephone** _____

Address _____

Date:	Who / What	Hours	Expenses / Mileage

Hourly Rate of Pay: \$ _____ X _____ hours = Total: \$ _____

Mileage: \$ _____ (rate per mile) X _____ miles = Total: \$ _____

Additional Expenses: (attach receipts) _____

GRAND TOTAL: \$ _____

Approved: _____