

# Classical Coaches Monthly Time Sheet

Pay rate is \$50 per service. A service is any visit to a music classroom or Zoom session lasting 60 minutes or more. Time sheets should be sent to Joelle Graves at [director@rvsymphony.org](mailto:director@rvsymphony.org) by the last Friday of the month. Paychecks will be issued the following Monday. Your first trip of the day, as an employee, to teach a class in person is considered your commute and is not eligible for reimbursement UNLESS you are commuting OVER 25 miles one way. We will reimburse you for mileage over and above the 25 mile minimum.

Name: \_\_\_\_\_

Month \_\_\_\_\_

Date	School	Classroom Teacher	Instruments	# of students	# and Length of service	Anecdotal information

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_