

Musical Mentors Private Lesson Monthly Time Sheet

Pay rate is \$35 per ½ hour lesson. A lesson is any visit to a music classroom or Zoom session lasting 30 minutes. Timesheets should be sent to Joelle Graves at 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 or lesson 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 of Lesson	School Student Attends	Referring Teacher	Instrument		Location of Lesson	Student's Progress Notes

Submitted by: _____

Date: _____

Approved by: _____

Date: _____