



Breaking Barriers, Building Resiliency

Mentoring Timesheet

- Meal allowance include tax/tip
- Mileage paid to mentors is .56/per mile.
- Account for group activities, supervision, and trainings
- Allowance per mth is \$40 total for purchases and mileage
- Get itemized receipts & paper clip please

Drop off at 448 E. 1st Street, mail to P.O. # 1007 Salida CO 81201 or fax to (719) 539-3537 by the last day of the month

MONTH & YEAR: _____

Mentor Name: _____

Mentee Name: _____

Date	Activity	Contact Hours	\$ Spent	Mileage
Totals for the Month				
		x\$11/hr		mileage x .56 =
Total Pay				

Mentor Signature

Date

Program Manager Signature

Date

Total Pay _____
+ \$ Spent & Mileage _____
(not to exceed \$40)

FINAL TOTAL _____

Please charge to _____, _\$ _____ for "Mentor Hours" and _\$ _____ for "Mentor activities/travel reimbursement" :)

