



### Mentoring/Coaching Log & Timesheet

- Please turn in timesheets by the last day of the month
- Meal allowance include tax/tip
- Mileage paid to mentors is .35/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
<b>Totals for the Month</b>				
		x\$11/hr		mileage x .35 =
<b>Total Pay</b>				

\_\_\_\_\_  
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" :)

