|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Consultant Name | |  | | | | | |
| Street Address | |  | | | | | |
| City |  | State |  | Zip Code |  | Country |  |
| Consultant Phone Number | |  | | Consultant Email Address | |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | | |  | | |
| **Student 1** |  | | | | | | | | |
| Name | |  | | | Job Number | |  | | | |
| Client Name | |  | | | Language | |  | | | |
| **Hours Taught:** | | **X** | **USD $00.00/hour** | | | **=** | | | **$** | |
| Balance of Hours | |  | | | Hours Remaining | | |  | | |
| Material(s) Reimbursement | | \*Attach receipts | | | | | | | **$** | |
| **Travel Cost:** | | **X** | **USD $0.00/trip OR $0.00/mile** | | | **=** | | | **$** | |
| **Student 1 Subtotal** | | | | | **$** | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student 2** |  | | | | | | | |
| Name | |  | | | Job Number | |  | | |
| Client Name | |  | | | Language | |  | | |
| **Hours Taught:** | | **X** | **USD $00.00/hour** | | | **=** | | **$** | |
| Balance of Hours | |  | | | Hours Remaining | |  | | |
| Material(s) Reimbursement | | \*Attach receipts | | | | | | **$** | |
| **Travel Cost:** | | **X** | **USD $0.00/trip OR $0.00/mile** | | | **=** | | **$** | |
| **Student 2 Subtotal** | | | | **$** | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student 3** |  | | | | | | | |
| Name | |  | | | Job Number | |  | | |
| Client Name | |  | | | Language | |  | | |
| **Hours Taught:** | | **X** | **USD $00.00/hour** | | | **=** | | **$** | |
| Balance of Hours | |  | | | Hours Remaining | |  | | |
| Material(s) Reimbursement | | \*Attach receipts | | | | | | **$** | |
| **Travel Cost:** | | **X** | **USD $0.00/trip OR $0.00/mile** | | | **=** | | **$** | |
| **Student 3 Subtotal** | | | | **$** | |

|  |  |
| --- | --- |
| **Monthly Total** | **$** |

**\*Submit with Class Record by the first business day of the month to Jillian Mallon at** [**jmallon@globalarena.com**](mailto:jmallon@globalarena.com)**.**