

Tutor Log (Receipt)

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Note to Consumer: Please have your tutor fill out this form daily. At the end of the month of service, have the tutor return the completed log to you. Complete the enclosed Expense Reimbursement Log (ERL), sign, date and attach a copy of the log to the ERL. Mail to your counselor.

Consumer Name and Address (or Case File Number)

Month & Year

Total Number of Days

Total Hours

Please write in the total hours each day for which tutoring services were provided.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

Total Cost

Total Monthly Hours _____ X \$ _____ (rate per hour) = \$ _____ **PAID**

Tutor Signature

Date Signed

Tutor Address

Tutor Phone Number