

MONTHLY SUMMARY SHEET

INSTRUCTOR'S NAME:		INSTRUCTOR'S ID NUMBER:	
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FOR THE MONTH(S) OF:		YEAR:	
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CITY & STATE (US):		COUNTRY (ALL):	
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Contract Currency (please circle): **USD(\$)** **RMB(¥)** **BRL(R\$)** **HKD(HK\$)** _____

STUDENT / GROUP	CLASS NUMBER	CURRENT HOURS	DATE OF LAST LESSON	RATE / HOUR CONTRACT CURRENCY
COMMENTS (FOR ANY PAY REQUESTS PROVIDE SPECIFIC MONTH):	TOTAL HOURS:	@	/hour	↓ GLT use only ↓
	TOTAL HOURS:	@	/hour	
	TOTAL HOURS:	@	/hour	
	<u>BOOKS / MATERIALS</u> REIMBURSEMENT TOTAL; LIST PURCHASE CURRENCY :			
GLT USE ONLY:				

*Please type or print clearly in Dark Blue or Black Ink

**All Fields are required to be completed