



Apprenticeship for Child Development Specialist  
**Mileage Invoice**

**Invoice #:** \_\_\_\_\_ **PO#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Identifying Information**

First Name:	MI:	Last Name:		
Mailing Address:	City:	State:	Zip:	
Social Security # (last 5 digits) X _ - _ _ _ _	Phone:	E-mail:		

**Categories**

Instructor Apprentice Site Visits Semester _____ Year _____	Mentoring Visits Semester _____ Year _____
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Please complete chart below – use additional sheet if necessary

Date	Person/Agency Visited	Starting Address	Ending Address	Miles (round to nearest mile)
11-14-17	Mulberry Child Care Center Apprentice- Susan Brown ★This line is an example★	123 My House, Newport WV	456 Childcare Lane, Mulberry WV	7
		456 Childcare Lane, Mulberry WV	123 My House, Newport WV	7

<b>For Office Use Only</b>
Program/Grant: _____
Project: _____
Category: _____
GL Account: _____
Approval: _____
Date: _____
PLEASE RETURN CHECK TO ACDS

Total Miles Traveled:	X 0.670
Total Instructor or Mentor Site Visits:	Number of individuals visited X \$10.00
	Total Amount Requested:

By signing this document I certify that this is an original invoice and payment has not been received by other means.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This program is being presented with financial assistance as a grant from the West Virginia Department of Human Resources and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.*