AAPT/PTRA FEE FOR SERVICE DOCUMENTATION FORM D
PLEASE SUBMIT ONLY ONE DOCUMENTATION FORM D PER TOPIC

Title of Fee for Service Workshop: ___________________________ Date(s): ______________________
Location of Workshop: ___________________________ Total Time for Workshop (in hours): ________
City, State, and/or School

1. Total Number of Participants = [ ]

2. List name and amount of honorarium for each PTRA leader(s) who helped with this workshop. NOTE: Honorarium is based on $3 per participant per hour. Minimum honorarium per leader is $25 per hour. Maximum honorarium per leader is $80.00 per hour or $500 per day. Other amounts must be pre approved by Jim Nelson. Unless otherwise requested, honorarium checks will be sent to a PTRA’s home address as on file at AAPT.

<table>
<thead>
<tr>
<th>Name of PTRA(s) Requesting Honorarium</th>
<th>#Hours</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>(up to 12 participants, 1 leader supported)</td>
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<tr>
<td>(13 to 24 participants, 2 leaders supported)</td>
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<tr>
<td>(over 24 participants, 3 leaders supported)</td>
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E-mail address of PTRA who completed this form: ___________________________

3. List amount of reimbursement you are requesting for workshop supplies and materials. Remember that there is a maximum of $1 per participant per hour for fee for service workshops. Please supply original receipt(s), and indicate the particular PTRA(s) whose account is to be debited.

<table>
<thead>
<tr>
<th>Name of PTRA(s) Requesting Reimbursement</th>
<th>Reimbursement</th>
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<tbody>
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</table>

4. Amount of check(s) you are submitting for AAPT/PTRA continuation fund: $ ________________
   If this is "NONE", please indicate why you are not submitting AAPT/PTRA workshop fee.
   □ Other – Please explain

5. If you have used equipment from one of our supporting vendors, please check below and complete the AAPT/PTRA Vendor Report Form.
   This workshop used equipment from  □ PASCO  □ TI  □ Vernier  □ Other: ___________

6. If you have provided materials from one of our supporting vendors, please check below and complete the appropriate form.
   This workshop provided materials from  □ Perimeter Institute  □ Addison Wesley  □ Vernier  □ Other: ___________

If this is a multi-day workshop (e.g., summer institute) please do one AAPT/PTRA Documentation Form D for each AAPT/PTRA workshop topic.

AAPT/PTRA - Void after August 1, 2011
This form is available on the AAPT/PTRA web page.
After workshop send this form to AAPT.  < page #19 Fee for Service >  Printed at 5:21 PM on August 18, 2009