AAPT/PTRA *FEE F0R SERVICE* DOCUMENTATION FORM D
PLEASE SUBMIT ONLY ONE DOCUMENTATION FORM D PER TOPIC[1]

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.

Name of PTRA(s) Requesting Honorarium	#Hours	Honorarium
(up to 12 participants 1 leader supported)		
(13 to 24 participants 2 leaders supported)		
(over 24 participants 3 leaders supported)		

☞ 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.

Name of PTRA(s) Requesting Reimbursement	Reimbursement

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 on of our supporting venders, please check below and computer the appropriate form.
This workshop provided materials from ☐ Perimeter Institute ☐ Addison Wesley
☐ Vernier ☐ Other: _____

[1] 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.