Alaska Fire Standards Council

Contractor Pay Documentation

Course: _____ Date: _____

Contractor: _____ PVN: _____

Hours			
Date	From	To	Hours
Total			

Travel							
Date	Time	Explanation	Mileage		Per Diem		Other
			miles	X .555	Meals	Lodg.	
Total							

Hours				
From above:		Rate	30	Total Instructor Fee

Reimbursment					
From above:	Mileage	Meals	Lodging	Other	Total

Did travel deviate from original itinerary? Yes ☐ No ☐

(if yes, complete next section.)

Itinerary devaition documentation	
Reason for itinerary change: _____	
Original Itineary dates/times:	Revised itinerary dates/times:

The below signatures do hereby certify that the above information is a true and accurate account of the hours spent, the rate of pay, and the total amount due the contractor from the Fire Standards Council

Contractor _____ Date _____ FSC Administrator _____ Date _____

The above form must be completed and signed by both parties for the instructor to get paid. This documentation must be attached to the contractor memorandum of agreement.

Revised 02/12