

Name of Tutor: _____ GW ID: _____

TUTOR TIMESHEET

- Timesheets should be turned into the **GW Tutoring Initiative** (Rice Hall, 2121 I Street, NW, Suite 403, Washington, DC 20052)
- Hard copies must be turned in every Friday afternoon.
- Hours without signatures **cannot** be verified for payment.

Name of Tutee	Date	Time: From when to when	Course	Location	Total Hours (e.g. 1.5 hrs)	Tutee Signature

Signature of Tutor:

Office Use Only:

Tutoring Hours: _____ @ \$ _____ /hr = _____

Group Hours: _____ @ \$ _____ /hr = _____

TOTAL HOURS: _____ Total Amount: _____

Supervisor Signature: _____