

# INVOICE EXAMPLE

(School or School District Letterhead)

**Georgia School Board of Education**

**123 Excellence Street**

**Anywhere, GA 70000**

**Please remit to: (either school or school system) My School or My School District**  
**456 Great Education Drive**  
**Everywhere, GA 70000**

**(Date of Fieldtrip): November 2, 2018**

**174 miles roundtrip x \$1.30/mile = \$226.20**

**Driver \$20.00/hour for 8 hours = \$160.00**

**Total Amount = \$386.20**

**Please send to:**

**Sylvia Naguib**

**Jimmy Carter Presidential Library & Museum**

**441 Freedom Parkway**

**Atlanta, GA 30307**

**Fax: 404-865-7102**

**Email: [carter.education@nara.gov](mailto:carter.education@nara.gov)**