

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, 2014

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:

Danielle Bevacqua

Jimmy Carter Presidential Library

441 Freedom Parkway

Atlanta, GA 30307

Fax: 404/865-7102

Email: danielle.bevacqua@nara.gov