



BUSINESS MANAGEMENT RESEARCH ASSOCIATES, INC.

INSTRUCTOR INVOICE

INSTRUCTOR NAME: \_\_\_\_\_

For presentation of the following course:

COURSE# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COURSE NAME: \_\_\_\_\_ COURSE DATES: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

# \_\_\_\_\_ DAYS @ \$ \_\_\_\_\_ PER DAY = TOTAL \$ \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Program Manager

DATE: \_\_\_\_\_

CHECK # \_\_\_\_\_ TRAINING: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ EXPENSES \_\_\_\_\_

TOTAL: \_\_\_\_\_

Before we can issue payment, we need to receive the following items:

1. A completed BMRA Invoice that is signed and dated.
2. A completed BMRA Travel Expense Report that is **signed and dated**. Please be sure to fill out the bottom portions Expenses Charged to BMRA Account and the computation of Total Expenses.
3. Originals of all receipts for items over \$25.00 regardless if they were charged to you or to BMRA. Included are items such as *Airfare, Rental Cars, Taxis and Lodging receipts*.

**REMEMBER:** The thirty days for payment time starts when your complete End-of-Course package is received at BMRA's offices (via hardcopy or electronic submission). The clock does not start when you mail it and not on the last day of the class) so be sure to get your materials in to us as soon as possible. Thank you.