

Writers In The Schools (WITS) Invoice

This form is for use by WITS authors to invoice WFNS for visit compensation and any applicable mileage and accommodations. Writers may not collect WITS fees directly from any visited school.

—AUTHOR INFORMATION—

Author name:

E-transfer email address:

Mailing address:

Payment method:

E-transfer (to email address above)

Cheque (to mailing address above)

—VISIT INFORMATION—

School name:

Date:

Half day
Full day

Round trip (kms):

—COMPENSATION CALCULATION—

# of half days:	x	\$175	=	half days subtotal
# of full days:	x	\$350	=	full days subtotal
# of kms travelled:	x	\$0.45	=	travel subtotal
# of accommodated nights:	x	\$175	=	accommodation subtotal

				TOTAL COMPENSATION (not including any HST)

NOTES (optional)

If charging HST, include the full calculation below (\$ amount relevant to HST x 14% = HST amount)

HST in Nova Scotia is 14% as of April, 2025. | Accommodations must be pre-approved by WFNS staff.

All financial arrangements must be made through the WFNS office.

Email completed forms to wits@writers.ns.ca.

Date submitted: