



## Time & Expense Report

Week Ending: 11/12/10

Employee	Cole Franklin	Client	CVG - SIDOR	Project No.	410-3203
Employee #		Project	Plant B	Billable:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Important:** Timesheets and readable copies of receipts must be faxed to the corporate office at (660) 829-2688 by the **DEADLINE** of 12:00 p.m. (Central Time) on Saturday. If there are any questions, please call Corporate Payroll at (660) 829-5100.  
Corporate address: 2031 Adams Rd, Sedalia, MO 65301

Hours	SAT	SUN	MON	TUES	WED	THUR	FRI	TOTAL
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10	
Straight Time			10.50	11.00	8.50	10.00	10.00	50.00
Overtime								
Doubletime								
Travel Hours								
Sick Day								
<b>Total Hours:</b>			10.50	11.00	8.50	10.00	10.00	50.00

**NOTE:** Click checkbox to indicate if expense is Company Paid, otherwise it is assumed to be Employee Paid.

Type of Expense	SAT	SUN	MON	TUES	WED	THUR	FRI	Company Paid	Employee Paid
Per Diem	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00
Air Fare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Car Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Parking Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Mileage*(see below)									
Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Hotel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Telephone/Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Payroll Deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
<b>Total Expenses:</b>	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00

Explanation (if needed):

**Instructions:** Complete all lines on actual days miles were driven. # of Miles x Rate = Total for each column.

Use rate on Offer Letter (subject to change/not greater than gov't rate).

**\*NOTE:** Totals will copy to EXPENSE SECTION.

	SAT	SUN	MON	TUES	WED	THUR	FRI
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10
From Location							
To Location							
# of Miles Driven							
Times Mileage Rate							
Total Mileage Expense*							

Employee's Signature	Client/Manager Approval	Payroll Verification
Date 11 Nov 2010	Date 11-11-2010	Date



## Time & Expense Report

Week Ending: 11/12/10

Employee	Paul Olivo	Client	CVG - SIDOR	Project No.	410-3203
Employee #		Project	Plant B	Billable:	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Corporate address: 2031 Adams Rd, Sedalia, MO 65301

Hours	SAT	SUN	MON	TUES	WED	THUR	FRI	TOTAL
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10	
Straight Time	10.00		9.00	9.50	8.50	10.00	10.00	57.00
Overtime								
Doubletime								
Travel Hours								
Holiday								
<b>Total Hours:</b>	10.00		9.00	9.50	8.50	10.00	10.00	57.00

**NOTE:** Click checkbox to indicate if expense is Company Paid, otherwise it is assumed to be Employee Paid.

Type of Expense	SAT	SUN	MON	TUES	WED	THUR	FRI	Company Paid	Employee Paid
Per Diem	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00
Air Fare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Car Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Parking Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Mileage*(see below)									
Meals									
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Hotel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Telephone/Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Payroll Deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
<b>Total Expenses:</b>	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00

Explanation (if needed):

**Instructions:** Complete all lines on actual days miles were driven. # of Miles x Rate = Total for each column.

Use rate on Offer Letter (subject to change/not greater than gov't rate).

**\*NOTE:** Totals will copy to EXPENSE SECTION.

	SAT	SUN	MON	TUES	WED	THUR	FRI
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10
From Location							
To Location							
# of Miles Driven							
Times Mileage Rate							
Total Mileage Expense*							

Employee's Signature	Client/Manager Approval	Payroll Verification
Date	Date	Date





## Time & Expense Report

Week Ending: 11/12/10

Employee	Jason Bird	Client	CVG - SIDOR	Project No.	410-3203
Employee #		Project	Plant B	Billable:	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Hours	SAT	SUN	MON	TUES	WED	THUR	FRI	TOTAL
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10	
Straight Time			8.00	8.00	8.00	8.00	8.00	40.00
Overtime	7.00		2.50	3.00	0.50	2.00	2.00	17.00
Doubletime								
Travel Hours								
Holiday								
<b>Total Hours:</b>	7.00		10.50	11.00	8.50	10.00	10.00	57.00

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Type of Expense	SAT	SUN	MON	TUES	WED	THUR	FRI	Company Paid	Employee Paid
Per Diem	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00
Air Fare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Car Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Parking Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Mileage*(see below)									
Meals									
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Hotel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Telephone/Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
Payroll Deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00
<b>Total Expenses:</b>	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00		\$630.00

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	SAT	SUN	MON	TUES	WED	THUR	FRI
Date	11/06/10	11/07/10	11/08/10	11/09/10	11/10/10	11/11/10	11/12/10
From Location							
To Location							
# of Miles Driven							
Times Mileage Rate							
Total Mileage Expense*							

Employee's Signature	Client Manager Approval	Payroll Verification
Date 11-12-10	Date 11/11/2010	Date