

Fill in highlighted fields

MEETING TIMESHEET

DATE OF REQUEST:

REQUESTED BY:

MEETING DATE:

MEETING TITLE:

CERT ACCT CODE:

CLASS ACCT CODE:

enter code without spaces - i.e. 010027**2150**144

enter code without spaces - i.e. 010027**3150**144

START TIME:

END TIME:

TOTAL TIME:

i.e. 3:45 PM

| Name - Last, First (Alpha Order) | Cert or Class | Attendee Signature (at completion of meeting) | Total Time | Hrly Rate | Total Pay D.O. Only |
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Meeting Instructor Signature _____ Date _____