

Employee

Name: _____

Account Number _____

- ☐ \$24.20/hour: (ex. meetings, workshops, professional development)
- ☐ \$29.70/hour (ex. tutoring, Saturday school, student screenings)
- ☐ ____/hour (other)

DATE	ACTIVITY DESCRIPTION	TIME IN	TIME OUT	HOURS
			Total Hours	
TOTAL COST				\$

Employee Signature / Date

Principal Signature / Date

****Please Forward to Business and Finance****