

**TIME SHEET**

NAME: \_\_\_\_\_ DIST: \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

DATE	HOURS WORKED	REASON

**APPROVED:** \_\_\_\_\_

(Principal)

*FOR SOWIC OFFICE USE:*

Total Hours/Days \_\_\_\_\_

Per Hour/Day \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

(Director SOWIC)