All grant funded employees and volunteers must keep detailed timesheets. **ALL** activities, both allowable and unallowable, must be recorded in order to document the percentage (amount) of time spent on the project. Only actual time spent on allowable services and activities for the project may be invoiced. Use the first page of this form to record all hours worked daily. A description of hours spent on "Other" allowable activities and unallowable services and activities **MUST** be documented on the second page of this form. Round partial time (up or down) and report in 15 minute increments.

Date	Crisis Counseling	Follow-up Contact	Therapy	Group Treatment	Crisis Hotline	Shelter/ Safe house	Information & Referral	Criminal Justice Support/ Advocacy	Emergency Legal Advocacy	Assistance w/Crime Victims' Comp.	Personal Advocacy	Telephone Contacts	Other	Allowable time	Un-allowable time	TOTAL TIME
PAY PERIOD DATES:										**TOTAL HOURS WORKED**						

Employee/Volunteer Name **Signature** **Date** **Supervisor Name** **Signature** **Date**

For "Other" allowable and unallowable activities and services, provide a description of the activity/service performed and the time (hours) spent on that activity. Round partial time (up or down) and report in 15 minute increments.

Date	Description of "Other" Allowable and Unallowable Activities or Services	Allowable Hours	Unallowable Hours
Pay Period Dates:	**TOTAL "OTHER" HOURS WORKED:**		

If the vendor provides any "personal information" as defined in §105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo.