

# EMPLOYEE TIMESHEET and MILEAGE FORMS

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# TIME SHEET

## EMPLOYEE TIME SHEET

Employee:			Period Ending:	
Team Supervisor:				
Date	Time started AM	Time finished PM	Overtime	TOTAL
Authorized Signature:		Title:	Date:	

[ YOUR COMPANY NAME ]

# MILEAGE RECORD

## TRAVEL – MILEAGE RECORD

Employee: _____					
DATE	CUSTOMER	ADDRESS	MILEAGE		TOTAL
			Start	End	
			<b>MILE RATE:</b>		
			<b>TOTAL MILES:</b>		
			<b>AMOUNT OWED:</b>		
<b>Employee Signature:</b>		<b>Authorized Signature:</b>			<b>Date:</b>

[ YOUR COMPANY NAME ]