



**Thank you for reporting your time to the MSNHA!**

- Please complete timesheet with as much detail as possible. See example in each category.
- You must report time on a daily basis.
- Total the length of time, mileage and amount columns.
- Attach supporting documentation when required. Examples include meeting agenda, conference program and receipt of purchase.
- u

If you have any questions, please contact MSNHA Director, TJ Johnson, tjohnson34@una.edu.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I completed this work as a volunteer.
- I completed this work while being paid by my employer (non-federal payroll). My hourly rate is: \$ \_\_\_\_\_
- I am a MSNHA consultant and this work was volunteer time over my contracted time with the MSNHA. My hourly rate is \$ \_\_\_\_\_

Date mm/dd/yy	Project	Work Description	Length of Time	Round Trip Mileage	Start & End Zip Codes
05/20/19 <i>Example</i>	Project Threadways	Interviewed John Doe, former Tee-Jay's Factory employee on the challenges in the textile industry in 1970. Strategy Goal 2, Objective 2A <i>Example</i>	2.50	10.00	35630 to 35632
<b>TOTAL</b>					

Date <i>mm/dd/yy</i>	Project	Work Description	Length of Time	Round Trip Mileage	Start & End Zip Codes
<b>TOTAL</b>					