

Growing Opportunities, Inc.

EMPLOYEE NAME:								
CONSUMER INITIALS:								
FROM:			TO:					
						APPROVED MILEAGE		
DATE	DAY	IN	OUT	TOTAL	CODE	Miles	Town	G / O
	Mon							
	Tues							
	Wed							
	Thur							
	Fri							
	Sat							
	Sun							
TOTAL HOURS:						TOTAL MILEAGE:		
Employee Signature:					Program Supervisor:			
Codes:	R = regular	H = holiday FT ONLY		M = Meeting				
	OT = overtime	P= Personal		T = Training				

Holidays: Full Time Only Staff: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Reviewed and Processed by Administration