

# Growing Opportunities, Inc.

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

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day,  
 Christmas Day. Reviewed and Processed by Administration \_\_\_\_\_