

BLET DIVISION 4 Time & Expense Report

MONTH/YEAR: _____ **REPORT #:** _____ **DATE(S):** From _____
 To _____

EMPLOYEE INFORMATION

Name: _____ **Employee ID:** _____ **Current NS Job:** _____
Union Position: _____

Date	Description	Hours	Miles	Phone	Office	Meals	Motel	Misc.	Tax Y/N	Total

Totals											
										Subtotal	\$ -
										Advances	
										Total	\$ -

SIGNATURE: _____ **TOTAL PAGES:** _____
DATE: _____ **RECEIVED BY:** _____

