



# Timecard Cover Page

Instructor Name: \_\_\_\_\_ Pay Period End Date: \_\_\_\_\_

<u>Type of Hours</u>	<u>Total # of Hours</u>		
	Classroom Students	Online Students (IN & OH Only)	Total BTW
Behind the Wheel Hours			
	Seg 1/Driver Ed.	Segment 2/Remedial	Total Classroom
Classroom Hours			
Other Hours		Vehicle Maintenance	
	Adult Private (Must Submit Contracts)	Adult Abbreviated (OH Only)	Total Adult
Private Lesson Hours			
Road Tests (MI & OH Only)		Motorcycle Tests (MI Only)	
Manager Hours		IPP Hours (MI Only)	
Marketing Hours		Training Hours	
Bonus (Give details on what for and who approved)			
Reimbursement Total (from below)			

## EXPENSE REPORT (MUST ATTACH ALL RECEIPTS)

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>

## DRIVE HOURS LEFT

<u>Location</u>	<u>Month</u>	<u>Hours Left of Driving</u>

**THIS FORM MUST BE INCLUDED ALONG WITH ANY TIMESHEETS AND RECEIPTS FOR THE PAY PERIOD STATED ABOVE.**