

**JLC Environmental Consultants, Inc.**

**Time & Expense Sheet**

Employee Name		Employee #	Office			Period			
Date	Project Name	Project #	Labor Code	Hours From	Hours To	Total Hours	Activity	Expenses	
<b>Regular Hours Worked</b>		<b>Overtime Hours Worked</b>	<b>Total Billable Hours</b>			<b>Total Non-Billable Hours</b>		<b>Total Expenses</b>	

**List Your Current Field Equipment:**

Employee Signature: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_