

**BLACK HILLS SPECIAL SERVICES COOPERATIVE**

Time Sheet and Travel Form

Month/Year: July 2006

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**TRAVEL**

| Date           | TIME/PROGRAM Days Worked |            |            |            |            |            |            |            | Sick Days  | Activity/Destination     | Depart                     | Return  | Reimburse*                 | Lodging*        | Per Diem        | Miles      |
|----------------|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------------|----------------------------|---------|----------------------------|-----------------|-----------------|------------|
|                | 0                        | 0          | 0          | 0          | 0          | 0          | 0          | 0          |            |                          | for per diem justification |         | *Original Receipt Required | Overnight Stay  |                 |            |
| 3              |                          |            |            |            |            |            |            |            |            | Conference-Boston MA     | JUN                        |         |                            | \$149.56        | \$36.00         |            |
| 4              |                          |            |            |            |            |            |            |            |            |                          |                            | 4:30 PM | \$20.00                    |                 | \$19.00         |            |
| 5              |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 6              |                          |            |            |            |            |            |            |            |            | staff mtg - Pierre       | 2:30 pm                    |         |                            | DB-Kelly        | \$12.00         |            |
| 7              |                          |            |            |            |            |            |            |            |            | Lunch provided           |                            | 3:00 pm |                            | Inn             | \$5.00          |            |
| 10             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 11             |                          |            |            |            |            |            |            |            |            | custor                   |                            |         |                            |                 |                 | 160        |
| 12             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 13             |                          |            |            |            |            |            |            |            |            | workshop-Sioux Falls     | 12 pm                      |         |                            | Family          | \$12.00         |            |
| 14             |                          |            |            |            |            |            |            |            |            |                          |                            | 9:30 pm |                            |                 | \$26.00         |            |
| 17             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 18             |                          |            |            |            |            |            |            |            |            | Rapid City               |                            |         |                            |                 |                 | 52         |
| 19             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 20             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 21             |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            |                 |                 |            |
| 24             |                          |            |            |            |            |            |            |            |            |                          |                            |         | \$15.75                    |                 |                 |            |
| 25             |                          |            |            |            |            |            |            |            |            | workshop - Maimi FL      | 5:15 am                    |         |                            | pre paid        | \$36.00         |            |
| 26             |                          |            |            |            |            |            |            |            |            | " lunch provided         |                            |         |                            | Marriott        | \$25.00         |            |
| 27             |                          |            |            |            |            |            |            |            |            | "                        |                            |         |                            | "               | \$25.00         |            |
| 28             |                          |            |            |            |            |            |            |            |            | "                        |                            | 8:45 pm |                            |                 | \$36.00         |            |
| 31             |                          |            |            |            |            |            |            |            |            | Conference - Gillette WY | 12 pm                      | August  |                            | provided        | \$17.00         |            |
|                |                          |            |            |            |            |            |            |            |            |                          |                            |         |                            | by Conference   |                 |            |
| <b>Totals:</b> | <b>0.0</b>               | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> |                          |                            |         | <b>\$35.75</b>             | <b>\$149.56</b> | <b>\$249.00</b> | <b>212</b> |

For Office Use #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!

|                                                                                 |                 |
|---------------------------------------------------------------------------------|-----------------|
| Miles Total                                                                     | \$67.84         |
| <b>Total Reimbursement Requested</b>                                            | <b>\$502.15</b> |
| Total Reimbursement = Reimburse + Lodging + Per Deim + (Miles x cents per mile) |                 |

Sick Days Used 0.0 hours as listed above

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is in all things true and correct.

\_\_\_\_ Class 4 - Hourly      \_\_\_\_\_ Class 1  
 \_\_\_\_\_ Class 2  
 \_\_\_\_\_ Class 4 - Salary      \_\_\_\_\_ Class 3

\_\_\_\_\_  
 Signature of Employee/Claimant      Title      11/17/2006  
 Date

Total Days This Month 0.0

\_\_\_\_\_  
 Signature of Supervisor