



TIME SHEET

Send to either of the following
 Fax #: 908-200-7346
 Email: cgustafson@kstreetassociates.org

The K Street Group LLC
 1220 Route 31 N. Ste. 15
 Lebanon, NJ 08833
 Phone: 908-200-7344

Officer Name: _____ Due by **NOON Tues.**

Week 1								
Day	Date	Start Time	End Time	#Hours	Expenses	Miles	Location	Rate
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Week 1 Totals								

Week 2								
Day	Date	Start Time	End Time	#Hours	Expenses	Miles	Location	Rate
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Week 2 Totals								

Comments	

Officer Signature: _____		Hours	Expenses	Mileage
	Grand Total			

Date: _____

Note: Upon completion of an assignment and/or standing post, please fax or email your time sheet on **Tuesday by 12:00 PM Noon**. If you are working Tuesday, submit you time sheet for your expected hours. Adjustments will be made if necessary. Include mileage and expense receipts only on assignments that are approved by management.