Timeclockwizard
Monthly Travel Timesheet

Month begins: _____

Employee: _____
Department: _____
Supervisor: _____

Regular Pay Rate per hour/day: _____
Travel Pay Rate: _____
Allowed Exempt Travel Hours per Month: _____

Date	Start Time	End Time	Start Time	End Time	Regular Hours	Travel Hours	Total Hours

Total Hours:	0.00	0.00	0.00
Pay Amount:	$0.00	$0.00	$0.00

_____   _____

Employee signature   Date   Supervisor signature   Date