

Personnel Services Time Sheet - MHC Maritime Heritage Education Subgrant Program FYXXXX
NOTE: Copies of employee payroll record(s) relating to services claimed must be attached as supporting documentation.
Examples: Payroll Summary Sheets

Name of Employee:

Project Name :

For the work week ending:

Date	Hours (total for day)	Hours (total on Maritime project)	Description of work (Maritime Grant)	Rate (\$ per hour)	\$ Matching share (Maritime Grant hrs for day x rate)
	Total Hours for Week	Total Maritime Project Hours for Week			Total \$ toward Maritime Grant for Week

X

Signature of Employee

Date

Authorized Signature
I certify that this report of personnel services is true and correct in all respects; that all services reported herein are essential to the successful accomplishment of the above-named project; and that all work performed was in accordance with and allowable under the terms and consitions of the project agreement, specifically that the services herein reported are a contribution and have not and will not be included as a contribution comprising all or part of any matching share under any other federally assisted

X

Authorized Signature

Date