**READY TO RESPOND**

Disaster Related Hours and Expenses Worksheet



Use this worksheet to document hours worked and expenses incurred during a disaster. Be sure to keep all receipts for disaster-related purchases with this worksheet.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone |  |
| [ ]  Full time | [ ]  Part time | [ ]  Temporary |

**Hours**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Regular hours | Overtime hours | Work performed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Vendor/merchant | Item/service purchased | Cost | Receipts attached |
|  |  |  |  | [ ]  |
|  |  |  |  | [ ]  |
|  |  |  |  | [ ]  |
|  |  |  |  | [ ]  |
|  |  |  |  | [ ]  |

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