**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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Enterprise Community Partners, Inc.