



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	
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporary	

Hours

Date	Regular hours	Overtime hours	Work performed

Expenses

Date	Vendor/merchant	Item/service purchased	Cost	Receipts attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>