Local Government Waste Tire Amnesty
PERSONNEL EXPENDITURE SUMMARY

GRANT NUMBER	GRANTEE	EMPLOYEE

#	Name/Classification	Date	A or P	Activity/Description	Total (Rate x Hour)
1					$ 0
2					$
3					$
4					$
5					$
6					$
7					$
8					$
9					$
10					$
11					$
12					$
13					$
14					$
15					$
16					$
17					$
18					$
19					$
20					$
21					$
22					$
23					$
				Total Admin Cost	$ 0
				Total Personnel Cost	$ 0
				Totals	$ 0

Supervisor Signature

INSTRUCTIONS

Please submit this form when requesting reimbursement for personnel costs.

Grant Number:	This is the full number assigned to your grant (found in the upper right corner of your Grant Agreement).
Grantee:	This is the entity that was awarded the grant as shown on the Grant Agreement.
Employee:	Enter name of staff person (if using form for multiple staff, enter "various"). If using one form for multiple staff, provide a subtotal for each staff person.
Name/Classification:	Enter the name and classification of the employee.
Date:	Indicate every day that each employee worked on grant related tasks. List each date separately.
A or P:	For each task, indicate whether the expense was Administrative or Personnel by marking "A" for Administrative and "P" for Personnel. **Administrative** Expenditures include: preparation of payment requests and the final report, organization of the project and event supervision. **Personnel** Expenditures include: time for personnel directly involved at the amnesty events, including setting up the site, logging entries, traffic control and handling tires.
Activity/Description:	Describe the grant related activity for each of the dates/hours listed.
Total :	This is the number of hours worked multiplied by the hourly rate.
Signatures:	Form must be signed by supervisor(s). A signature is not required on every single page (just at the end of the report).

NOTE: Rows may be added to the spreadsheet for additional entries