



# BI-WEEKLY HOURS AND EXPENSE REPORT

**IOWA CROP IMPROVEMENT ASSOCIATION**  
 4611 MORTENSEN ROAD, SUITE 101 AMES, IOWA 50014-6228  
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Name \_\_\_\_\_ Pay Period \_\_\_\_\_

	SAT	SUN	MON	TUE	WED	THU	FRI	Total
Date								
Category								
Hours								
Miles								

	SAT	SUN	MON	TUE	WED	THU	FRI	Total
Date								
Category								
Hours								
Miles								

\* time is reported to nearest 1/4 hour

## Categories

1 - Small Grain	6 - Growout	11 - Sampling	16 - Ia Crop Perf Testing
2 - Forage & Mulch	7 - Coordinator	12 - Approved Conditioner	17 - Hourly Certification
3 - Native Species	8 - Soybean - Preharvest	13 - IRM Project	18 - Hourly Seed Lab
4 - Corn	9 - Soybean - Herbicide Tolerant	14 - Phytosanitary	19 - Training
5 - Ear Inspection	10 - Soybean - Flower	15 - Moisture Meter	20 - _____

## Misc Expenses (Receipt required; one category per column)

	Postage	Phone	Other	Total Misc Exp
Category				
Amount				

I certify the above hours and expenses claimed are accurate and true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* Office Use Only \*\*\*\*\*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

### 2014 Payroll Schedule

<b>Pay Period</b>	<b>Start</b>	<b>End</b>	<b>Timesheet Due Date</b>	<b>Paydate</b>
1	12/14	12/27	1/1	1/8
2	12/28	1/10	1/15	1/22
3	1/11	1/24	1/29	2/5
4	1/25	2/7	2/12	2/19
5	2/8	2/21	2/26	3/5
6	2/22	3/7	3/12	3/19
7	3/8	3/21	3/26	4/2
8	3/22	4/4	4/9	4/16
9	4/5	4/18	4/23	4/30
10	4/19	5/2	5/7	5/14
11	5/3	5/16	5/21	5/28
12	5/17	5/30	6/4	6/11
13	5/31	6/13	6/18	6/25
14	6/14	6/27	7/2	7/9
15	6/28	7/11	7/16	7/23
16	7/12	7/25	7/30	8/6
17	7/26	8/8	8/13	8/20
18	8/9	8/22	8/27	9/3
19	8/23	9/5	9/10	9/17
20	9/6	9/19	9/24	10/1
21	9/20	10/3	10/8	10/15
22	10/4	10/17	10/22	10/29
23	10/18	10/31	11/5	11/12
24	11/1	11/14	11/19	11/26
25	11/15	11/28	12/3	12/10
26	11/29	12/12	12/17	12/24