





# ALABAMA A & M UNIVERSITY

## TITLE III Strengthening Grants Program

### TIME AND EFFORT DAILY REPORT FORM This form must be accompanied with Time & Effort Monthly Report Form

Date	# of Hours	Leave Hours	Activity Performed (Provide brief overview of grant related task performed for each day)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Totals:			Employee: _____ Period Month: _____ Year: _____

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Activity Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Title III Director: \_\_\_\_\_ Date: \_\_\_\_\_



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### TIME AND EFFORT DAILY REPORT FORM (OPTIONAL: additional description of task performed)

Employee:		Period Month:		Year:	
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Use this section for any additional or specific detail that space was not available to enter on previous daily description of task performed.

<u>Day</u>	<u>Task:</u>