PAYROLL EXPENSES - Timesheets:

Example for if Handwritten Timesheets are being utilized for your organization to Track Time.

This example hits the following requirements:

1. Employee Name
2. Period Covered
3. Total Hours
4. Rate of Pay
5. Signed/Approved by Employee

Employee Name:	John Doe					Week Starting: 11/15/2021
Manager Name:	Jane Doe					

Date	Day	Tme Started	Time Stopped	Tme Started	Time Stopped	Total Hours
11/15/2021	Monday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
11/16/2021	Tuesday	8:30 AM	11:00 AM	1:30 PM	4:00 PM	5:00
11/17/2021	Wednesday	8:21 AM	11:00 AM	1:00 PM	4:30 PM	6:09
11/18/2021	Thursday	8:00 AM	10:45 AM	1:00 PM	7:00 PM	8:45
11/19/2021	Friday	8:00 AM	11:00 AM	1:00 PM	5:00 PM	7:00
11/20/2021	Saturday	8:00 AM	10:00 AM			2:00
11/21/2021	Sunday					0:00

Employee Signature: *John Doe*

Manager Signature: *Jane Doe*

Total Hours	35:54
Rate Per Hour	$18.00
Total Pay	646.2

PAYROLL EXPENSES - Timesheets (continued):

Example for if Payroll System is being utilized for your organization to track time.

This example hits the following requirements:

1. Employee Name
2. Period Covered
3. Total Hours
4. Approved by Employee

Approval Status

| Company: | Creative Edge | | From: | 7/1/2000 | To: | 7/31/2000 |

ID	Employee	Hours	Manger Status	Employee Status
382	Michael Carriker	160.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
714	Cassandra White	140.5	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
829	Ellen Bowen	132.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
1755	Anthony Frank	156.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
2530	Christopher Siegrist	155.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
2882	Kang Hsia	143.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
9749	Brian Reinier	160.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*
9983	Dwayne Richmond	139.0	*Approved by Mgr 8/5/2000*	*Approved by Employee 8/4/2000*

| Count: | 8 |

EasyClocking:Approval Status Report:RunDate8.6.2000

PAYROLL EXPENSES – Proof of Payment:

Example if Payroll System is being utilized to cut payroll checks, then there may be a Report similar to this that can be used as Proof of Payment.

This example hits the following requirements:
1) Name of Employee
2) Date of Payment
3) Pay Period Covered
4) Amount of payment
5) Check/Deposit Data

#ZM-DEMO Generic Company, Inc.

Check Reconciliation (S214)	
Check Date :	04/29/2016-1
Period Range :	04/01/2016 TO 04/30/2016
Week Number :	Week #18

Employee ID Name	Check Type	Date	Check Number	Direct Deposit	Net Amount
Account #					
7 Admin, Empresario	Regular	4/29/2016	5050		3,985.92
6 Manager, Test	Regular	4/29/2016	5051		3,041.97
11 Smith, John	Regular	4/29/2016	Direct Deposit	649.55	NET CHECK
9 Ski Bum, Mark	Regular	4/29/2016	Direct Deposit	773.31	NET CHECK
4 Scott, Brittaney	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
3 Johnson, Laura	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
1 Iglesias, Julio	Regular	4/29/2016	Direct Deposit	1,107.87	NET CHECK
2 Employee, Empleado	Regular	4/29/2016	Direct Deposit	1,026.02	NET CHECK
			Total for account :	**6,142.55**	**7,027.89**

Company Totals

Net Payroll Checks :	2	7,027.89
Net Direct Deposit :	6	6,142.55
Partial Direct Deposit :	0	0.00
Manual Checks :	0	0.00
Void checks :	0	0.00
3rd Party Checks :	0	0.00
Agency Checks :	0	0.00
Agency Checks DD :	0	0.00
Agency Checks Void :	0	0.00
Tax Deposit Checks :	0	0.00
Tax Deposit Checks Void :	0	0.00
Billing Checks :	0	0.00
Total :	**8 Items**	**13,170.44**

PAYROLL EXPENSES – Proof of Payment (continued):

Example if Payroll System is being utilized to cut payroll checks, if payroll report as exampled above is not available then can use check stub as Proof of Payment.

This example hits the following requirements:
1) Name of Employee
2) Date of Payment
3) Pay Period Covered
4) Amount of payment
5) Check/Deposit Data

Sample Company Name, Sample Company Address, 95220				EARNINGS STATEMENT		
EMPLOYEE NAME	**SOCIAL SEC.ID**	**EMPLOYEE ID**	**CHECK No.**	**PAY PERIOD**		**PAY DATE**
James Robert	XXX-XX-6565	454545	259248	01/23/14-01/29/14		01/31/14

INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX	14.50	72.50
				FICA SS TAX	62.00	310.00
				FED TAX	159.50	797.48
				CA ST TAX	44.26	221.31
				SDI	10.00	50.00

YTD GROSS	YTD DEDCTIONS	YTD NET PAY	TOTAL	DEDUCTIONS	NET PAY
5,000.00	1,451.28	3,548.72	1,000.00	290.26	709.74

PAYROLL EXPENSES – Proof of Payment (continued):

Example if Checks are being handwritten for Payroll, can use check stubs.

(Other options: Carbon Copy of Check/Canceled Check/Bank Statement reflecting the cleared check)

This example hits the following requirements:

1) Name of Employee
2) Date of Payment
3) Pay Period Covered
4) Amount of payment
5) Check Data

MILEAGE EXPENSES – Mileage Log:

Example of mileage log as Supporting Document.

PROOF OF PAYMENT OPTIONS ARE THE SAME AS FOR PAYROLL.

This example hits the following requirements:

1) Name of Employee/Driver

2) Date of Travel

3) To/From Locations

4) Miles traveled

5) Total Mileage Cost (mileage multiplied by current IRS rate)

Mileage Log with Reimbursement Form

Employee Name	Mr. Adam Smith	Rate Per Mile	$0.27	Notes
Employee ID	ALK-09	For Period	From 5/9/02 to 5/9/02	
Vehicle Description	Four Wheel	Total Mileage	35	
Authorized By	Mr. Peter	Total Reimbursement	$9.45	

Date	Starting Location	Destination	Description /Notes	Odometer Start	Odometer End	Mileage	Reimbursement
5/9/2002	Home Office	Northwind Traders	Meeting	36098	36103	5	$1.35
5/9/2002	Northwind Traders	Home Office	Meeting	36103	36108	5	$1.35
5/9/2002	Home Office	Northwind Traders	Meeting	36108	36113	5	$1.35
5/9/2002	Northwind Traders	Home Office	Meeting	36113	36118	5	$1.35
5/9/2002	Northwind Traders	Home Office	Meeting	36118	36123	5	$1.35
5/9/2002	Home Office	Northwind Traders	Meeting	36123	36128	5	$1.35
5/9/2002	Northwind Traders	Home Office	Meeting	36128	36133	5	$1.35
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00

PURCHASES & SERVICES EXPENSES:

Example of itemized receipt or invoice from the vendor as Supporting Document.

PROOF OF PAYMENT (if not already indicated on receipt) OPTIONS ARE THE SAME AS FOR PAYROLL.

This example hits the following requirements:

1) Document clearly indicates the grant expense and amount of expense
2) Document clearly indicates the date of purchase/service

Combined Gas & Electric page 1

PSE PUGET SOUND ENERGY

Important Information | pse.com

Issued: July 15, 2018
Account Number: 200012345678
DUE DATE: August 4, 2018
TOTAL DUE: $165.64

JENNY PUGET
Serving: 12345 POWER AVE S, Bellevue

Your Usage Information

Electric

Your Account Summary

Previous Charges:
Amount of Your Last Bill (dated 6/13/2018) $ 137.78
Payment received 7/3/2018 – Thank you! –137.78
Past Due Amount $ 0.00
Current Charges:
Electric Charges $ 103.95
Natural Gas Charges 61.69
Total Current Charges $ 165.64

Total includes current and past due charges. Total $ 165.64

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

Monthly Energy Tip
Save money and stay cool this summer. Add insulation to make your home more energy efficient throughout the year.

How to reach us
Email: customercare@pse.com
Customer Service: 1-888-225-5773 | TTY: 1-800-962-9498
Hours: 7:30 a.m. – 6:30 p.m. M – F | TRS: 1-866-831-5161
Puget Sound Energy: P.O. Box 91269, Bellevue, WA 98009
24 Hour Emergency and Outage line: 1-888-225-5773

	Last Year	This Year
Average daily kilowatts	19.67	32.81
Average daily cost	$2.07	$3.25
Days in billing cycle	30	32
Average temperature	66°F	66°F

Natural Gas

	Last Year	This Year
Average daily therms	0.73	1.46
Average daily cost	$1.21	$1.93
Days in billing cycle	30	32
Average temperature	66°F	66°F

PSE PUGET SOUND ENERGY

Your Ways to Pay
pse.com to pay online or to find pay station locations
Mail this coupon and make check payable to Puget Sound Energy

Account Number: 200012345678
DUE DATE: August 4, 2018
TOTAL DUE: $165.64

Yes, I want to give $_____ to the Warm Home Fund.

JENNY PUGET
12345 POWER AVE S
BELLEVUE WA 98004

Puget Sound Energy
P.O. BOX 91269
Bellevue, WA 98009-9269

00600000700000   001 01 123456789102 000000033688 000000033688

Combined Gas & Electric page 2

Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

Electric Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date Read	End Date Read	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kVA)	Reactive Power (kVAR)	Meter Read Type
Residential 7	R057260059	6/12 26	7/14 131		1,050	—	—	Actual Read

Your Electric Charge Details (32 days) — Rate x Unit = Charge

1,050 kWh used for service 6/13/2018 - 7/14/2018				
Basic Charge	$7.87	per month	$	7.87
Electricity				
Tier 1 (First 600 kWh Used)	0.092103	600 kWh		55.26
Tier 2 (600 to 20000 kWh Used)	0.110925	450 kWh		49.92
Energy Exchange Credit	–0.015170	1,050 kWh		–15.93
Other Electric Charges & Credits				0.67
Green Power Purchase	2.000000	per block		4.00
Subtotal				101.79
Taxes				
State Utility Tax ($4.03 included in above charges)	3.873%			
Effect of Bellevue City Tax	2.120%	$101.79		2.16
Current Electric Charges			$	**103.95**

Definitions
Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Multiplier — Converts the amount of electricity used as measured by your meter into kWh.
kWh — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.
Energy Exchange Credit — Federal Columbia River Benefits supplied by Bonneville Power Administration from low-cost power generated by federal hydroelectric dams.
Other Electric Charges and Credits — Includes the Conservation Program and Power Cost Adjustment (if any) charges, and the Merger, Federal Wind Power, and Renewable Energy credits.

Natural Gas Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date Read	End Date Read	CCF Btu Factor	Therm (Usage)	Meter Read Type
Residential 23	400553	6/12 4645	7/14 4689	44 1.06385	46.809	Actual Read

Total therms used = CCF x Btu Factor

Your Natural Gas Charge Details (32 days) — Rate x Unit = Charge

46.809 therms used for service 6/13/2018 - 7/14/2018				
Basic Charge	$10.29	per month	$	10.29
Natural Gas				
Delivery Charge	0.404720	46.8094 Therms		18.94
Gas Cost	0.571580	46.8094 Therms		26.76
Other Natural Gas Charges & Credits				0.42
Carbon Offset	4.000000	per block		4.00
Subtotal				60.41
Taxes				
State Utility Tax ($2.38 included in above charges)	3.852%			
Effect of Bellevue City Tax	2.120%	$60.41		1.28
Current Natural Gas Charges			$	**61.69**

Definitions
Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
CCF — Your meter measures the volume of natural gas used in hundreds of cubic feet.
Btu Factor — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.
Therm — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.
Other Natural Gas Charges and Credits — Includes the Conservation Program charge and the Merger credit.

Emergency or Power Outage
Dial 1-888-225-5773

To report a natural gas or electric emergency or a power outage, 24 hours a day, call 1-888-225-5773

Para informar sobre emergencias eléctricas, de gas o apagones 24 horas al día, llame al 1-888-225-5773

若欲報告天然氣或電氣突發事件，或停電事故，每天 24 小時均可致電 1-888-225-5773

Чтобы сообщить об аварии, связанной с природным газом или электроэнергией, или о перерыве в подаче электроэнергии, звоните в любое время суток по номеру 1-888-225-5773

We can translate for other languages. Call 1-888-225-5773.

Keeping our word.
You will receive a $50 credit on your PSE bill if we do not keep a set appointment to install new or reconnect existing service or inspect natural gas equipment. Exceptions apply during major storms or significant events beyond our control.

You deserve excellent service.
Every day we aim to give you clear, understandable answers to your questions about bills, credits, deposits and your energy service. If you have a complaint or dispute with your bill or service, please call us at 1-888-225-5773. If you are not satisfied with the response, ask to speak with a supervisor. If you are still not satisfied, you may contact the Consumer Affairs section of the Utilities and Transportation Commission at 1-888-333-WUTC (9882) or complete an online complaint form at www.utc.wa.gov.

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(720) 748 - 1000
MANAGER SCOTT HUGHES
9400 E HAMPDEN AVE
DENVER CO 80231
ST# 3566 OP# 00005531 TE# 12 TR# 04101
CARV BD TKY   004470003330 F   3.98 O
GG HC VALLEY 002000047481 F   1.98 O
GG HC VALLEY 002000047481 F   1.98 O
KOSHER SLICE 004470009219 F   2.98 O
TR FS PM   004850002151 F   3.00 O
REDUCED MEAT 020253300468 F   4.68 O
APPLE HONEY   000000003283KI
  1.44 lb @ 1 lb /3.47   5.00 N
NAVEL ORANGE 000000003107KI
  6 AT 1 for 0.78   4.68 N
BANANAS   000000004011KI
  1.60 lb @ 1 lb /0.53   0.85 N
HNZ RECD SGR 001300000799 F   2.48 N
              SUBTOTAL   31.61
              TOTAL   31.61
       VISA TEND   31.61

ACCOUNT #   **** **** **** 3843 S
APPROVAL # 00402A
REF # 408500855008
TRANS ID - 0584085703607950
VALIDATION - HW7P
PAYMENT SERVICE - E
TERMINAL # MX099073

03/26/14   13:32:40

CHANGE DUE   0.00

ITEMS SOLD 15

TC# 6120 6896 8063 0633 4261

Our Guaranteed Low Prices
Are Unbeatable with Ad Match!
03/26/14   13:32:40

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