Work Hours Time Log

Submit for along with Request for Payment to: strap.reimbursement@ncagr.gov

If they choose, StRAP grantee organizations may be reimbursed for time spent by their staff while working on the StRAP project. Grantees should use this form when requesting reimbursement for the time spent by their staff. Only time spent directly on StRAP work can be reimbursed. A seperate form should be filled out for each employee. Provide a detailed daily description of the work completed in the time period to be reimbursed. **Any amount of staff time reimbursed is considered as project administration (which is capped at 15% of total reimbursements).** The first time this form is submitted for an employee, please include a letter from the finance office stating the employee's salary and benefits as an hourly rate. Please consult the StRAP contract for more information on using a portion of awarded funds for reimbursement of project administration costs.

Please attach a letter from your finance department outlining the employee's hourly pay rate.

Grantee:	
Contract	
Employee:	

Date	Activity	Hours	Rate	Reimbursement
Example: 2/22/2024	Example: Met with contractor on Jones Creek Segment 1 to review work. Walked entire 2,000 foot section to approve work. Answered contractors questions and confirmed work completed.	3	$20/hr	$60
			Total Reimbursement:	0

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____