### GRANITE STATE INDEPENDENT LIVING
### Travel Between Consumers Timesheet

**EMPLOYEE: First Name**  

**EMPLOYEE: Last Name**  

<table>
<thead>
<tr>
<th>DAY</th>
<th>Travel Start Time</th>
<th>Travel End Time</th>
<th>Travel Start Time</th>
<th>Travel End Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Saturday</td>
</tr>
<tr>
<td>SUN</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Sunday</td>
</tr>
<tr>
<td>MON</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Monday</td>
</tr>
<tr>
<td>TUE</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Tuesday</td>
</tr>
<tr>
<td>WED</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Wednesday</td>
</tr>
<tr>
<td>THR</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Thursday</td>
</tr>
<tr>
<td>FRI</td>
<td>: AM</td>
<td>: PM</td>
<td>: AM</td>
<td>: PM</td>
<td>Friday</td>
</tr>
</tbody>
</table>

**Total Hours This Week**  

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I certify that the information supplied above regarding hours traveled is accurate:  

I certify that this timesheet was completed in full BEFORE I signed it and that the above information regarding hours traveled is accurate.

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Signature - Employee  

Signature - GSIL Staff

MAKE SURE TIMESHEET IS COMPLETE WITH DATES, NAMES, TOTALS, AND SIGNATURES  
Must be Turned in With Your Weekly Timesheet
IMPORTANT INSTRUCTIONS
FOR COMPLETING THE TRAVEL BETWEEN CONSUMERS TIMESHEET

1) For optimum accuracy, write in BLACK or BLUE ink. Write in ALL CAPITAL LETTERS without touching sides of the boxes.

2) Fill in all information required in boxes labeled Week Starting Saturday, Week Ending Friday, Employee Name (first and last). A timesheet without all of this information cannot be processed and will be returned.

3) The pay week runs from Saturday to Friday. Please make sure you completely fill in the month, day and year.

4) Record Hours, minutes and AM or PM in the blocks for Travel Start Time and Travel End Time. For example, if you left consumer A’s home at 12:00 PM & arrived at Consumer B’s home at 12:15 PM, your travel time should be recorded as Travel Start Time: 12:00 PM & Travel End Time: 12:15 PM. Total travel should appear as .25 hours (not 1/4 hour or 15 minutes). Make sure you total hours across for each line and then total down for the total travel hours for the week.

5) Employee must sign at the bottom of the timesheet and Consumers must initial Travel Start and End times. A timesheet without a signature and initials cannot be processed and will be returned.

6) When recording Travel Start Time, the consumer which you are departing from will need to initial in the box below the departing time, as well as indicate the town which you are departing from. When recording Travel End Time, the consumer which you are arriving at will need to initial the box below the arrival time, as well as indicate the town in which you are arriving.

7) Submit Travel Between Consumers timesheets along with your other weekly timesheets. As instructed on the Attendant Care Provider timesheet, timesheets can be submitted in the following manners:
   - Mail timesheets to: GSIL, 21 Chenell Drive, Concord NH 03301
   - E-Mail: payroll@gsil.org
   - Fax: 603-228-1673. If faxing, please remember to call 603-228-9680 or toll-free 800-826-3700 and ask for Payroll to confirm receipt of your fax.

8) Home Care workers, please continue to send your Home Care timesheets to the Home Care department; in addition to those timesheets, please send your Travel Between Consumers timesheets to the Home Care department as well.

9) Timesheets sent in before the hours have been worked will not be processed and will be returned.