## STIC CDPA Personal Assistant Consumer to Consumer Travel Sheet

Personal Assistant \_\_\_\_\_\_ payroll Week \_\_\_\_\_\_ to \_\_\_\_\_

Travel time sheets need to be submitted by 7am each Monday for the week prior.

Submit to: STIC, 135 East Frederick St., Binghamton, NY 13904 *OR* payroill.timesheets@stic-cil.org *OR* Fax to - 607-772-3602 OR drop in blue drop box in large lot

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Date	From Office use		To Office use		Travel Time
	Consumer's name and complete address	only	Consumer's name and complete address	only	11avel IIIIle
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PAGE TOTAL					
By signing below I certify that all travel indicated includes only time that I have actually spent traveling from one consumers home to another consumers home in the same day					
spent travening from one consumers nome to another consumers nome in the same day					

Personal Assistant Signature \_\_\_\_\_\_ Date\_\_\_\_\_

and that I understand that any deliberate discrepancies or misrepresentation may result in disciplinary action, dismissal or loss of eligibility to work in the STIC CDPA proram.