

**Driver:**

**Date:**

Date	Trip Number	Start Time	End Time	Total Hours	HCR/Route Number	Start Odometer Reading	End Odometer Reading

ALL TIMESHEETS are to be emailed or faxed to (humanresources@enidanenterprises.com / (240) 718-1727) by the COB on the 15th or the last day of the month. Failure to comply may result in a delay of pay until the next paycycle.

EXTRA & LATE Trip Slips MUST BE physically mailed to headquarters and the envelope MUST BE post-dated by the 15th of every month for processing. Mailing Address: 9123 Old Annapolis Road, Suite 311, Columbia, MD. 21045

ALL LATE Slips are REQUIRED to be post date and in the mail, **NO LATER than 60 days** of the issue date of the slip.

Once headquarters receives the Late Slips & Extra trip slips, the payment of those trips and slips are paid out on the 1st paycheck of every month.

<b>Contract Subtotal:</b>	
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**Ryder/Other total:**

**Holiday/Vacation:**

**Extras Subtotal:**  
(if applicable)

**Total Hours:**



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