|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |  | |  |
|  | | | | | | | |  |  |  |  |  | |  |
| Employee Name\_\_\_\_Liang\_Dong\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |  | |  |
| Department\_\_\_\_\_IT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |  | |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | |  |  | |  |  | | Date | Time In | Time Out | Place/work | Mileage | Hours | Other | | 1-22 | 10:15 | 17:15 | Office / connect LOC DB |  | 6 |  | | 1-23 | 11:10 | 18:25 | Office / David dashboard project |  | 6.25 |  | | 1-24 | 10:40 |  | Office / support |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |  |  |  |  |  |
| Received |  |  | Approved |  |  |  |
|  | | | | | | | | | | | |  | |  |
|  | | | | | | | | | | | |  | |  |
|  | | | | | | | |  |  |  |  |  |  |