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|  | DC HIGHWAY SAFETY OFFICE | Rev. 10/2023 |
| PERSONNEL ACTIVITY REPORT | | |

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| **I. Administering Agency** | |  | |
|  |  |  |  |
| **Name:** | Data Driven Streets | Grant #: |  |
|  |  |  |  |
| **Project Title:** | Data Driven Streets |  |  |

The following information documents the date, activity and number of hours, an employee worked on the grant agreement during a specified timeframe. This documentation must correspond with the Administering Agency’s payroll records for the individuals named. This report must be submitted to the DC HSO with each reimbursement claim.

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| II. Employee | XX | | | | |
| **Name/Title:** | Research Assistant | | | | |
| **Reporting Period:** | | (Beginning) |  | (Ending) |  |

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| --- | --- | --- |
| **Date** | **Detailed Activity Description** | **Hrs.**  **Worked** |
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| **Total Hours** | |  |

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| --- | --- | --- | --- |
| **Employee’s** Signature: |  | Date: |  |
| **Supervisor’s** Signature: | Chris Parker | Date: |  |