



SUBJECT: TIMESHEET AND EXPENSE REPORTING

In order to ensure that you are paid on time, please fax your **approved** time and expense reports using the attached forms or those printed from the Excel template to 678-533-4456 on the **Monday morning following each completed work week**. The time & expense worksheet is available on the HBA website at .hba-inc.com on the Employees Page. The following page provides a calendar of the pay periods for the current calendar year for employees and independent contractors.

Expense reports should have all required receipts taped to an 8.5 X 11 sheet of paper to allow faxing and copying. Required receipts will vary from contract to contract but will always include airfare, hotel, rental car, taxi, parking, and any miscellaneous expenses. Some contracts will also require receipts for meals so contact High Bridge if you have any questions regarding what is required on your assignment. Personnel on Per Diem should fill out the expense report for the agreed upon rate and submit for reimbursement. No receipts are required for Per Diem.

Should you have any questions I can be reached at (770) 729-8755. I look forward to serving you.

Sincerely,

A handwritten signature in blue ink that reads "Debra J. Maehr". The signature is written in a cursive style.

Debra J. Maehr



Fiscal Year 2010 Pay Period Calendar

Pay Period	Work Dates		Pay Date
1	28-Dec-09	10-Jan-10	18-Jan-10
2	11-Jan-10	24-Jan-10	1-Feb-10
3	25-Jan-10	7-Feb-10	15-Feb-10
4	8-Feb-10	21-Feb-10	1-Mar-10
5	22-Feb-10	7-Mar-10	15-Mar-10
6	8-Mar-10	21-Mar-10	29-Mar-10
7	22-Mar-10	4-Apr-10	12-Apr-10
8	5-Apr-10	18-Apr-10	26-Apr-10
9	19-Apr-10	2-May-10	10-May-10
10	3-May-10	16-May-10	24-May-10
11	17-May-10	30-May-10	7-Jun-10
12	31-May-10	13-Jun-10	21-Jun-10
13	14-Jun-10	27-Jun-10	5-Jul-10
14	28-Jun-10	11-Jul-10	19-Jul-10
15	12-Jul-10	25-Jul-10	2-Aug-10
16	26-Jul-10	8-Aug-10	16-Aug-10
17	9-Aug-10	22-Aug-10	30-Aug-10
18	23-Aug-10	5-Sep-10	13-Sep-10
19	6-Sep-10	19-Sep-10	27-Sep-10
20	20-Sep-10	3-Oct-10	11-Oct-10
21	4-Oct-10	17-Oct-10	25-Oct-10
22	18-Oct-10	31-Oct-10	8-Nov-10
23	1-Nov-10	14-Nov-10	22-Nov-10
24	15-Nov-10	28-Nov-10	6-Dec-10
25	29-Nov-10	12-Dec-10	20-Dec-10
26	13-Dec-10	26-Dec-10	3-Jan-11