

STIC ACDS Personal Assistant Consumer to Consumer Travel Sheet

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 payroll.timesheets@stic-cil.org
OR Fax to - 607-772-3602 OR drop in blue drop box in large lot

Personal Assistant _____ Payroll Week _____ to _____

Date	From		To		Travel Time
	Consumer's name and complete address	Office use only	Consumer's name and complete address	Office use only	
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 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.

Personal Assistant Signature _____ Date _____