



# Employee Expenditure Reporting Worksheet

LBAM Software ID Number \_\_\_\_\_

Project Description	Fiscal Year	Resource Type	Resource Name	Hourly Rate*	Hours**	Amount
<b>I certify the employee costs reported above accurately reflect the personnel expenditures for the development of the application.</b>			<b>Fiscal Year Total:</b>			

IT Software Development Manager

\*Calculated by dividing the annual salary on June 30<sup>th</sup> by 26 pay periods divided by 10 (days per period) divided by 7.5 hours

Example: As of June 30<sup>th</sup>, the salary \$75,000  $(75,000/26)/10/7.5)) = 38.46$ .

\*\*Include only actual hours charged to the project. Do not include indirect, fringe benefit, leave, or sick time costs