*Instructions: Due by the 7th of the month after the work is completed. Expenses claimed more than 30 days after work is completed or without receipt (except labor) may not be honored. Use a new worksheet for each month. Complete one line per expense (Examples in Red below). Email completed worksheet and **all receipts** to Resident Curator Program Manager.*

Enter the date of the actual work	*Enter the Task ID*	*Leave Blank. It auto-populates*	*Enter actual hours worked*	*Leave Blank. It auto-populates*	*Enter actual volunteer hours worked*	*Enter material costs*	*Enter rental costs*	*Enter contractor costs*	*Description of work or expense*
Date	**Task ID**	**Description**	**Hours**	**Wage**	**Volunteer**	**Material**	**Rental**	**Contractor**	**Comment**
				$200					
1/15/24	3479812	Roof - Repair		$0		$500.00	$1,000.00	$2,500.00	New roof shingles
1/30/24	3492769			$0					
		#N/A		$0					
		#N/A		$0					
		#N/A		$0					
		#N/A		$0					
		#N/A		$0					
		#N/A		$0					
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		#N/A		$0					
		#N/A		$0					
		#N/A		$0					
		#N/A		$0					