



To: River to Sea TPO Board  
 From: Robert Gilliland, River to Sea TPO Chairperson  
 Date: January 29, 2020  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO’s Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on January 28, 2020. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed
Batch Number	Time Period	
629	December 1 through December 7, 2019	YES
630	December 8 through December 14, 2019	
631	December 15 through December 21, 2019	YES
633	December 22 through December 28, 2019	
634	December 29 through January 4, 2020	YES

There were no abnormalities noted.