**ORWA Monthly Paperwork Guidance**

*2/25/2021*

1. All Employees should be using the paperwork located at [www.ohioruralwater.org/staffdocuments](http://www.ohioruralwater.org/staffdocuments)
2. The documents available on the website will be kept up-to date so everyone is using the same documents and all of our figures are consistent between:

* Monthly Paperwork
* NRWA Worklogs
  + *All Sick, Personal, and Vacation days should be documented on the worklogs, Personal Days should be logged as* ***XXX*** *hours*
* Information to Brad: The financial/Accounting side of it

1. Monthly Paperwork Includes:

* ***monthly\_travel\_expense\_form.doc***
* ***monthly\_days\_off\_form.xlsx*** *or* ***monthly\_report\_field\_staff.xlsx***
  + Occasionally needed forms
    - ***internal\_expenses\_form.docx***
* **WorkLogs**
* **Printed AMX Receipts**: initialed next to each receipt
* **Digital AMX Receipts**: refer to ***cc\_receipts\_process.pdf*** for the proper way to submit your digital receipts.

Your monthly paperwork **must be provided to ORWA before the 3rd day of each month**. Employees will not be reimbursed for travel expenses until they have turned in all of their monthly paperwork.