**Sample Timesheet and Case Expense Tracking for Barbara McDowell Foundation – ABC Case**

**XX Quarter of Grant, dd/mm/yyyy to dd/mm/yyyy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attorney Timesheet and Charges** | | | | | |
| **Date** | **Attorney/Paralegal** | **Work Description** | **Time Worked (Tenths of an hour)** | **Hourly Rate** | **Time Charges** |
|  |  |  |  |  |  |
| 3/15 | Jones | Review documents | 1.00 | $150 | $150 |
| 3/16 | Smith | Meeting with Jones to discuss settlement | 0.50 | $200 | $100 |
| 3/16 | Jones | Meeting with Smith to discuss settlement | 0.50 | $150 | $75 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  | **Total Hours Worked on the Grant Funded Case in XX Quarter:** | | | 2 |
|  |  | **Total Daily Time Charges in XX Quarter**: | | | $325 |

**The following table is to track only expenses which were requested to be covered by the Foundation in your grant application.**

|  |  |  |
| --- | --- | --- |
| **Case Expenses** | | |
| **Date** | **Expense Description** | **Expense Total** |
|  |  |  |
| 3/15 | Court filing fees | $150.00 |
| 3/16 | Expert witness fee for John Smith | $3,000.00 |
| 3/16 | Witness deposition fees | $250.00 |
|  |  |  |
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|  |  |  |
|  |  |  |
|  | **Total Expense Charges in XX Quarter** | $3,400.00 |