**University Seminars Timesheet**

**Seminar # / Name (Req'd)**

**Joint Seminar # / Name (if applicable)**

**Lucille Ball**

**Rapporteur Name (Req'd)**

**Univ ID (Req'd)**

**lb0000**

**1/14/2014**

**Seminar Meeting Date (mm/dd/yyyy - Req'd)**

**Conference Date (mm/dd/yyyy - if applicable)**

**$ 20.00**

**Hourly Rate (Req'd)**

Enter digitally date and hours worked. Most seminars meet once a month during the semester. Rapporteur average hours of work are 8 - 10 hours per meeting.

<table>
<thead>
<tr>
<th>PROJECT/TASK DESCRIPTION</th>
<th>12/14/13 Hours</th>
<th>12/17/13 Hours</th>
<th>12/28/13 Hours</th>
<th>1/1/13 Hours</th>
<th>1/17/13 Hours</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sending Invitations, updating website</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Notes for chairs and members</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Additional arrangements for meeting, including emails</td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Seminar Dinner and Meeting</td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>Minutes drafting and upload</td>
<td></td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>

Please note: Make sure to upload seminar minutes and announcements in Courseworks - failure to do so will result in payment delays.

**Lucille Ball**

**Desi Arnaz, Jr.**

Chair Signature (for over 10 hours of work per seminar meeting)

Rapporteur average hours of work are 8-10 hours per meeting. Effective Spring 2014: A chair's signature and a written justification are required for over 10 hours of work per seminar meeting.

**For University Seminars Office Use:**

**B:**

**Total Hours Worked:** 11.00

**Total Minutes:**

**Total Wages for Meeting:** $ 220.00

**Justification:** Rapporteur arranged travel for three separate speakers for a special seminar on TV Broadcasting.

**University Seminars Finance Manager Signature**

To obtain a electronic copy of this form, go to the Rapporteur section at our website: [http://universityseminars.columbia.edu/resources/rapporteur-resources/](http://universityseminars.columbia.edu/resources/rapporteur-resources/)

Rev: 11/1/13

11/29/2013