

## CDMT Portal to Portal TIMESHEET



**Service Code: PORTAL** 

For the week of service, timesheets are due the following Monday by Midnight if faxed or dropped off, and postmarked by Monday if mailed. **Timesheets are due every week.** Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted.

**CDMT ID: 1029403 Employee Name (Please Print) Employee ID** Sunday that started your work week MM DD YY Visit 1 Visit 2 **Total Travel Time Service Date Departure Time Arrival Time** Member Member MM Minutes Initials Initials DD hh mm hh mm O AM O AM Min. O PM O PM O AM O AM 2 Min. O PM O PM O AM O AM O PM Min. O PM O AM O AM O PM Min. O PM O AM O AM O PM Min. O PM O AM O AM O PM Min. O PM O AM O AM O PM Min O PM O AM O AM O PM Min. O PM O AM O AM O PM Min. O PM O AM O AM Min. O PM O PM O AM O AM Min. O PM O PM O AM O AM O PM Min. O PM O AM O AM 13 Min. O PM O PM I, the Employee, certify that the total travel time shown above was transit time only to travel between my Consumers' residences to deliver services. I certify the total travel time does not include disallowed activities (eating, getting fuel, performing errands, etc). False information or misrepresentation constitutes fraud. Date: **Employee Signature:** 

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