## In-Kind Costs Tracking Worksheet

**Name** _____

**Dept.** _____

**E-mail** _____

| | | Examples: Meetings, Phone Calls, Document Gathering & Preparation, Deliveries | | Rate X Time | Meetings, Site Visits, No. Miles X $.51/mile | Meeting Space, Copying, Office Supplies | Sum of cost + mileage and supplies |
|---|---|---|---|---|---|---|---|
| **Date** | **Description of Activity** | **Time Spent** | **Hourly Rate** | **Cost Incurred** | **Mileage** | **Supplies Used** | **Total** |
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