

**Employee Verification**  
**of**  
**Work Locations Outside the City of St. Louis**

During the period of \_\_\_\_\_ to \_\_\_\_\_ I worked outside the city limits of St. Louis, Missouri on the following regular whole workdays. I understand that a regular workday does not include holidays, vacation, working remotely from home or other work absences (attach a separate sheet if additional space is needed).

Substantiating documentation such as travel and mileage logs, airline or train tickets, lodging receipts, etc, must be included when filing this form.

<b><u>Month</u></b>	<b><u>Number of Whole Days</u></b>	<b><u>Address of Work Locations</u></b>
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
June	_____	_____
July	_____	_____
August	_____	_____
September	_____	_____
October	_____	_____
November	_____	_____
December	_____	_____
Total Days Out of St. Louis City	_____	

\_\_\_\_\_  
Printed Name of Employee                      Signature of Employee                      Last 4 SSN

\_\_\_\_\_  
Printed Name of Supervisor                      Signature of Supervisor                      Date