

EMPLOYEE ACTIVITY REPORT

Provided by Business Travel Gadgets.com

General Information

Employee: _____ Department: _____

Date (Time Frame): _____

Complete Tasks

Task 1: _____ Detail: _____

Task 2: _____ Detail: _____

Task 3: _____ Detail: _____

Task 4: _____ Detail: _____

Comments: _____

Ongoing Tasks

Task 1: _____ Detail: _____

Task 2: _____ Detail: _____

Task 3: _____ Detail: _____

Task 4: _____ Detail: _____

Comments: _____

Approval Signature

Reviewed by: _____ Date: _____