

OFFICER ACTIVITY LOG

Orion Security Services Inc.
PO Box 797154. Dallas, TX 75379
Fax 972-442-4594 / Office 972-442-0092

Last Name, First name, MI _____ SSN: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

Sales Agent: _____ Sales rep's Company: _____

Date: _____ start time: _____ end time: _____ Total round trip time: _____

Escort starting or from: _____ City: _____ State: _____

Escort ending or into: _____ City: _____ State: _____

Comments: _____ Round trip Mileage: _____

Reimbursement for: _____ \$ _____

2nd Officer 2nd officer must submit a separate log & Send all activity logs together

Date: _____ start time: _____ end time: _____ Total round trip time: _____

Escort starting or from: _____ City: _____ State: _____

Escort ending or into: _____ City: _____ State: _____

Comments: _____ Round trip Mileage: _____

Reimbursements for: _____ \$ _____

2nd Officer 2nd officer must submit a separate log & Send all activity logs together

Date: _____ start time: _____ end time: _____ Total round trip time: _____

Escort starting or from: _____ City: _____ State: _____

Escort ending or into: _____ City: _____ State: _____

Comments: _____ Round trip Mileage: _____

Reimbursements for: _____ \$ _____

2nd Officer 2nd officer must submit a separate log & Send all activity logs together

Additional Comments: _____

Time and mileage is calculated from the 1st pick up location, to final drop off and back to the 1st pick up location. Never round trip to or from home. Give the total round trip time & mileage to the next mile. Refer to the escort itinerary for payment and mileage reimbursement rates. Standing post details split between officers will only pay the hours you work. Include reimbursements for toll roads, airport parking, etc., expenses. Major expenses for hotels, vehicle rental, etc., must have prior approval. A completed working agreement must be on file to be paid. Activity logs with incomplete or incorrect information will be returned and could delay payment.

Cut off date for activity logs are the 1st & 15th of the month
Fax cover sheets are not necessary