

## *Reporting A Partial Hour*

1 – 6 minutes	= .1 hour
7 – 12 minutes	= .2 hour
13 – 18 minutes	= .3 hour
19 – 24 minutes	= .4 hour
25 – 30 minutes	= .5 hour
31 – 36 minutes	= .6 hour
37 – 42 minutes	= .7 hour
43 – 48 minutes	= .8 hour
49 – 54 minutes	= .9 hour
55 – 60 minutes	= 1.0 hour

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