

# time sheet

## Details

Locum name \_\_\_\_\_ Grade \_\_\_\_\_  
 Address \_\_\_\_\_ Client \_\_\_\_\_  
 \_\_\_\_\_ Department \_\_\_\_\_  
 \_\_\_\_\_ Supervisor \_\_\_\_\_

## Hours

	Date	Start time	End time	Breaks	Standard hours worked	Overtime hours worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours and Overtime worked:						

## Petrol/travel claim

Any claims for petrol or travel allowances must be entered in the box below and the authorising signatory must sign this box as well as the space below. Any petrol/travel claims which are not signed and confirmed in this manner will not be paid or invoiced

Petrol claim £ \_\_\_\_\_ or \_\_\_\_\_ miles at £ \_\_\_\_\_ per mile Total £ \_\_\_\_\_

Total amount of petrol claim £ \_\_\_\_\_

I authorise payment of the above amount - signed \_\_\_\_\_

## Authorisation

As authorising signatory, I confirm that the above hours are the total hours to be invoiced

Line Managers signature \_\_\_\_\_ Date \_\_\_\_\_

Line Manager print name \_\_\_\_\_ Full Position \_\_\_\_\_

Locum signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this timesheet I am confirming I have received, read, understood and agree to the Terms & Conditions of this business. That any change of relationship/status with a locum or any person introduced by this business may attract a fee under the Department of Trade & Industries **Conduct of Employment Agencies & Employment Businesses Regulations** ([www.dti.gov.uk/er/agency/newregs.htm](http://www.dti.gov.uk/er/agency/newregs.htm))