

Academics Ltd



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TIMESHEET

NAME:
ADDRESS:
CANDIDATE No.

SCHOOL:
DEPT.
COST CODE:

	DATE	AM	PM	BREAKS	HOURS CLAIMED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
				TOTAL DAYS	

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 @ £ PER MILE TOTAL £

TOTAL AMOUNT OF PETROL/TRAVEL CLAIM £

I AUTHORISE PAYMENT OF THE ABOVE AMOUNT - SIGNED:

AS AUTHORISING SIGNATORY, I CONFIRM THAT THE ABOVE HOURS ARE THE TOTAL HOURS TO BE INVOICED.

SIGNED _____ DATE _____

CANDIDATE SIGNATURE _____ DATE _____

OUR STANDARD TERMS AND CONDITIONS APPLY TO THIS BOOKING. ANY TEMPORARY MEMBER OF STAFF TAKEN IN FULL OR PART TIME WILL BE SUBJECT TO OUR STANDARD INTRODUCTION FEE.

The above named member of Academics Ltd worked the hours shown above and we agree to pay your account and abide with your terms of business shown overleaf.