

**TIMESHEET**

Job Number:

Doctor:

Surgery/ Hospital/ OOH:

Surgery/ Client Signature
Name
Position
Date

**Please note:**

- Timesheets need to be signed by the client
- Use a separate timesheet for every calendar week
- If you are working a full day i.e. 0800-1800hrs enter the start time in the AM section and finish time in the PM section.
- If you are working overnight i.e. Monday 2200 to Tuesday 0800hrs enter the PM start time on Monday and the AM finish time on the Tuesday and also tick the overnight box.

	Please decimalise the hours worked e.g. 7 hrs 30 min = 07.50							Hrs
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Date								
Start am								
Finish am								
Start pm								
Finish pm								
Nights (please tick)								
Home Visits								
<b>Total Hours</b>								

Travel Details							
Travel Expenses							

**All travel claims need to be accompanied by receipts.**

Tax Ref No	
Bank	
Account No	
Sort Code	
<b>Bank account details for first payment or if details have changed.</b>	

<b>Doctor Signature</b>
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I confirm that the hours claimed are correct.  
 I confirm that while carrying out this assignment I will not exceed the maximum statutory number of hours as laid down by the Department of Health.  
 Travel will only be paid if authorised by Fresh Recruitment Ltd at time of booking. Rail, Bus and tube are paid. Taxis are not paid. Mileage is calculated at 40p per mile.