

All Staff Timesheet & Mileage Form (not to be used by Lead DSP staff)



Name: Jane Doe

Fortnight Ending: 20/6/2016

Private Vehicle Registration Number: ABC123

Hours Worked Details								Mileage Details						
Day	Date	Name of each Service User supported	Support Code: <small>Refer Legend: D, O, T, PA, A, DS, P</small>	Rostered Start Time	Rostered Finish Time	Total Hours*	Proportion of hours supported per person	KM's at start of trip	KM's at end of trip	Total KM's	KM's charged to:	KM's per SU	Approved SC initials	
M	14/6	John Lennon	D	2:00pm	5:00pm	3	3	65248	65256	8	John Lennon	8		
TU	15/6	Jack Black & Adam Sandler	D	9:00am	2:00pm	5	2.5	70061	70069	8	Jack Black & Adam Sandler	4		
W	16/6	Induction Training	T	9:00am	3:00pm	6								
TH	17/6	Pre-Accredited Training at Phoenix Park	PA	10:00am	2:00pm	4								
TH	17/6	Staff meeting at Armadale	O	2:30pm	3:00pm	0.5		79000	79006	6	O – travel from Phoenix park to office	6		
FRI	18/6	Accredited Discovery (Sunshine)	AD	1:00pm	4:00pm	3								
TOTAL HOURS						21.5	TOTAL KM'S CLAIMED						22	

*Time Code: 15 min=0.25; 30min=0.5; 45min=0.75; 1 hour/60min=1 Office Use Only: Normal Hrs_____ A/L Hrs _____ S/L Hrs _____ Total_____

I certify that the above is a true and accurate record of hours worked & mileage claimed for work related purposes. I also certify that I have a current valid driver's licence; my vehicle is maintained in a roadworthy state and my insurer is aware of the use of vehicle for employment related purposes.

Employee Signature:JANE DOE..... Authorised: Date:

Individual Direct=D, Organisational=O, Staff Training = T, Pre-accredited = PA, Accredited Other = A, Accredited Discovery =DS, Projects = P – please enter project code