

Timesheet & Mileage Form (For All Staff)

SAMPLE ONLY



Name: Jane Clarke

Fortnight Ending: 21/1/2018

Private Vehicle Registration Number:1HN337

Hours Worked Details									Mileage Details					
Day/Date Eg: Mon 15/1/18	Name of each Service User supported/Desc ription	NDIS - N/ DHHS -D	Support Code:* D, O ,T, V ,P, M (Please refer Legend below)	RTO codes**: PA, A AD (Please refer legend below)	Start Time	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	
Mon 15/1/18	John Smith	D	D		8:00 am	12:30pm	4.5	4.5	12345	12350	5	John Smith		
Mon 15/01/18	Travel between shifts	-	O		12:30 pm	12:45 pm	.25		12350	12357	7	Org		
Mon 15/01/18	Jordan Knight Donnie Wahlberg	N D	D		12:45pm	2:45pm	2	1	12357	12367	10	Jordan Knight 5 Donnie Wahlberg 5		
Mon 15/01/18	Travel to office for training	-	O		2:45pm	3:00 pm	.25		12367	12372	5	Org		
Mon 15/1/18	SRV training	-	T		3.00pm	4:00pm	1							
Wed 17/1/18	Staff Meeting	-	M		9.00 am	10:00am	1							
Wed 17/01/18	Travel from office to shift	-	O		10.00 am	10:15 am	.25		12423	12430	7	Org		
Wed 17/1/18	Joseph McIntyre	N	D		10:15 am	12:15 pm	2		12430	12445	15	Joseph McIntyre		
Thurs 18/1/18	Lisa Curry		D		8:45am	3:15pm	6.5		12376	12380	4	Lisa Curry		
Friday 19/1/18	Accredited Discovery (Sunshine)	-	-	AD	1:00pm	3:00pm	2							
TOTAL HOURS							19.75	TOTAL KM'S CLAIMED					53	

*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: Authorised:Date:

Legend: *Individual Direct- D ,Organisational-O, Staff Training-T, Volunteer Team-V, Projects Team-P, Meetings-M **Pre-accredited- PA, Accredited Other- A, Accredited Discovery-AD, ***If Lead DSP please Place L in front of code