



Harriet Ellis House, 103 North Street, Romford, RM1 1EU

Tel: 0870 242 0925 / 01708 776 050

Fax: 01708 767 713

[Info@harrietellis.com](mailto:Info@harrietellis.com) - [www.harrietellis.com](http://www.harrietellis.com)

**Time Sheet**

Locum Name: Address:	Grade:  Client:  Department:  Supervisor:
-------------------------	---

	Date	Start Time	End Time	Breaks	Hours Claimed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Petrol Travel Claim				
<i>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 invoice.</i>				
PETROL CLAIM £	OR	MILES @ £	PER MILE	TOTAL £
<b>TOTAL AMOUNT OF THE PETROL/TRAVEL CLAIM £</b>				
<b>I AUTHORISE THE PAYMENT OF THE ABOVE AMOUNT – SIGNED _____</b>				

<b>AS AUTHORISING SIGNATURE, I CONFIRM THAT THE ABOVE HOURS ARE THE TOTAL HOURS TO BE INVOICED</b>		
CLIENT SIGNATURE _____	PRINT NAME _____	DATE _____
LOCUM SIGNATURE _____	PRINT NAME _____	DATE _____

OUR STANDARD TERMS AND CONDITIONS APPLY TO THIS BOOKING. ANY LOCUM TAKEN IN FULL TIME/LOCUM OR BANK CAPACITY WILL BE SUBJECTED TO OUR STANDARD INTRODUCTORY FEE.

The above named member of Harriet Ellis Training & Recruitment Group worked the hours shown above and we agree to pay your account and abide with your Terms of Business shown overleaf.