

Name employee.....
 Position.....
 Client.....
 Project.....
 Period..... 20.....

Days worked			
Week	Day	Date	Worked
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
Total days worked this period			

Travel expenses this period				
Date	From	To	Currency	Amount
Important! Enclose tickets, notes vouchers, etc.				

Other expenses			
Date	Description	Currency	Amount

Remarks

Send **original** and **yellow** copy to the administration.
Blue: to remain on location. **Pink:** for employee.

Name client
Signature
Date

Name employee
Signature
Date