PEOPLE WHO KNOW THE JOB

HEAD OFFICE
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WORKSHEET

Name employee .....

Projectnumber / Ship's name .....

Period (month + year) .....

Day / Date	Regular work hours: as from	until	Number of hours	Overtime hours as from	until	Number of hours	Travelling hours	Performed activities and/or remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								

29								
30								
31								
	Total		0	Total		0		

Expenses to be reimbursed (enclose original receipts):

- Travelling expenses public transport ..... € .....
- Taxi costs ..... € .....
- Amount of Km ..... From ..... To ..... € 0,00
- Other job-related expenses:
  - ..... € .....
  - ..... € .....

Total of expenses to be reimbursed € 0,00

Total amount withdrawn from ship's cash box and/or shipping agent for personal use:

Date: ..... Currency: ..... Exchange rate: ..... € .....
Date: ..... Currency: ..... Exchange rate: ..... € .....
Date: ..... Currency: ..... Exchange rate: ..... € .....
Date: ..... Currency: ..... Exchange rate: ..... € .....

€ 0,00

Total amount to be deducted from salary. The employee is obligated to state all taken amounts on the worksheet. Amounts which are reported after the administrative processing of this worksheet will be charged to the employee separately.

Signature employee for correct statement of hours and amounts:

Date .....
Name .....

.....

Signature client for approval of hours and amounts

Date .....
Name .....

.....

Worksheets must be signed for approval by an authorised representative of the client. A delay in payment can occur due to the handling in of unsigned worksheets.
Payment of travelling and/or overtime hours will not be done before a signed worksheet has been received by TOS.