



## Oxford Contractor Hours Record Form

For Week - Ending: \_\_\_ / \_\_\_ / \_\_\_\_\_

Friday's Date

Contractor Name: \_\_\_\_\_

**Time Sheet:**

	Start Time	Meal Time	End Time	Regular Hours Worked	Remote Hours Worked
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>Weekly Subtotals:</b>					
				<b>Grand Total:</b>	

**Expenses:**

Type (accommodations/ travel/meals)	Dates	Description	Relevant Documents Attached (Yes/No)	Amount Equivalent in €
<b>Total Expenses:</b>				

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**Instructions:**

For Contractors: Fill out the timesheet and forward to your manager for approval and submission.

For Managers: Upon receipt of time sheet either sign off and return (via fax or scanned email) or forward (via email) with the word "Approved" in the body of the email.

*Signatures by both Client Manager and Contractor verify the accuracy of the hours reported and authorize the issuance of a corresponding invoice to the Client and payment to the Contractor. Both also indicate there were no accidents or injuries suffered by the Contractor during the week reported.*