

Employee/contractor name:

Week commencing (Mon):

Day	JD job number	Working hours (HH:MM)		Expenses	Total hours (HH:MM)			Distance allowance (please tick)				Vehicles used (if applicable)	
		Start	Finish		Normal	PR1	PR2	15-20	20-30	30-40	40-50	Vehicle 1 (reg no)	Vehicle 2 (reg no)
Monday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tuesday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Friday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Saturday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sunday								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Weekly totals											

Hire equipment or tools in possession

Please continue on a separate sheet or email if necessary

Description of equipment or tools

Please complete your timesheet in full prior to submission. It may not be possible to remedy any errors at a later date.

✓ **Working hours**

Please ensure that your start and finish times are recorded accurately to the nearest five minutes.

✓ **Claiming expenses**

Any expenses claimed must be incurred wholly, exclusively and necessarily in the execution of your duties as an employee of JD Engineering (NW) Ltd. Unless otherwise agreed in writing, permission to claim any expense must be cleared in advance by a Project Manager or Director.

Expense claims are only valid when submitted with receipts to show the amount you're claiming for.

Submitting this timesheet

When complete, please submit this timesheet (along with any receipts) to timesheets@jdengineeringltd.co.uk.

If you have any questions about your timesheet, please contact the office on **0151 632 5022**.