



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					
Weekly Subtotals:					
				Grand Total:	

Expenses:

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

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.