**Timesheet template – How to complete the timesheet**



Please note the support awarded, balance carried over and invoice number will be inputted at a later date.

Student information

Support type

Session details

Please sign for each session of support

Please sign and date the declaration support

Session not charged for as 24 hours’ notice provided

Session charged for as 24 hours’ notice not provided

You will receive a timesheet for each type of support which you receive. Please ensure that all relevant session details and declaration is signed on each timesheet. If you disagree with a session shown, please note the reason within the ‘signed’ column where the session details are shown, and approve the remainder of the timesheet to ensure that we are able to claim for the remainder of the timesheet, but investigate the session which has been queried.