**Employee Name:** _____ **Approved:** _____

**Fortnight Ending:** _____

**Signed:** _____

breakaway TOOWOOMBA

| Day | Date | Client's Full Name + CCS attached | Meet & Greet | Cancellation | Time On | Time Off | Total Hours Worked | Client Contact Hours (per CCS) | Travel Time in Hours | Cost Code (per roster) | OFFICE USE ONLY (Please do not write in this section) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | ☐ | ☐ | ☐ | am/pm | am/pm | | | | | |
| | | | | | | **Total Hours** | | | | | |

NOTE:
CCS = Client Contact Sheet

** If your roster hours differ from the actual hours you have worked for the fortnight please write an explanation on the back of your time sheet e.g. I have been asked to work these extra hours OR I have prior approval from the supervisors/Executive Officer

**NB Travel time can only be claimed when you have used a Breakaway vehicle and have collected/returned the vehicle to the Breakaway office. The maximum claim is 15 minutes either side of the shift unless previously authorised. In order to claim this time you will be expected to have arrived at the office 15 minutes prior to the start of your shift. Where the vehicle is retained and used for subsequent shifts the travel time should only be claimed at the start of the first shift and at the end of the final shift (i.e. when the vehicle is collected and returned).**