



It's a people business

we make it personal!

HEAD OFFICE

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Worksheet

Name employee : .....

Projectnumber / Ship's name : .....

Period (month + year) : .....

Table with 8 columns: Day / Date, Regular work hours (as from, until), Number of hours, Overtime hours (as from, until), Number of hours, Travelling hours, and Performed activities and/or remarks. Rows are numbered 01 to 22.

Day / Date	Regular work hours		Number of hours	Overtime hours		Number of hours	Travelling hours	Performed activities and/or remarks
	as from	until		as from	until			
23								
24								
25								
26								
27								
28								
29								
30								
31								
<b>Total .....</b>				<b>Total .....</b>				

**Expenses to be reimbursed (enclose original receipts):**

• Travelling expenses public transport .....	€	+/-
• Taxi costs .....	€	+/-
• ..... Km From location ..... To location .....		
• Other job-related expenses:		
- .....	€	+/-
- .....	€	+/-
<b>Total of expenses to be reimbursed .....</b>	<b>€</b>	<b>+/-</b>

**Total amount withdrawn from ship's cash box and/or shipping agent for personal use:**

Date:.....-.....-20.....	Currency: .....	Exchange rate:.....	€	+/-
Date:.....-.....-20.....	Currency: .....	Exchange rate: .....	€	+/-
Date:.....-.....-20.....	Currency: .....	Exchange rate: .....	€	+/-
Date:.....-.....-20.....	Currency: .....	Exchange rate: .....	€	+/-
			<b>€</b>	<b>+/-</b>

**Total amount to be deducted from salary. The employee is obligated to state all taken amounts on the worksheet. Amounts which are reported after the administrative processing of this worksheet will be charged to the employee separately.**

Signature employee for correct statement of hours and amounts:

Date: .....

Name: .....

Signature client for approval of hours and amounts:

Date: .....

Name: .....