

## HEAD OFFICE

Waalhaven O.Z. 77 3087 BM Rotterdam The Netherlands This company is part of TOS Holding B.V.

info@tos.nl www.tos.nl +31 10 436 62 93

## WORKSHEET

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Name employee

Projectnumber / Ship's name

Period (month + Year)

Day /	Regular work hours:		Number	ber Overtime hours		Number	Travelling	Performed activities
Date	as from	until	of hours	as from	until	of hours	hours	and/or remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								

·				1	-	1	-			
29										
30										
31										
Tota										
Expenses to be	reimbursed (enc	lose origina	I receipts	):						
• Travelling exp	€									
• Taxi costs	€									
• Amount of Kr	Amount of Km From					То				
• Other job-rela	ated expenses:									
								€		
–								€		
Total of expense	es to be reimbur	sed						€	0,00	
Total amount v	vithdrawn from s	hip's cash b	oox and/o	r shipping	agent for p	personal us	e:			
Date:		Currency:			Excha	nge rate:		€		
		Currency:				nge rate:				
		Currency:				nge rate:		f		
Date:					Excha	nge rate:		€		
								€	0,00	
on the workshe	o be deducted fr eet. Amounts wh be charged to th	ich are repo	orted after	the admi	-					
Signature employee for correct statement of hours and amounts:					Signature and amou	ours				
Date					Date					
Name					Name					

Worksheets must be signed for apporval by an authorized representative of the client. A delay in payment can occur due to the handling in of unsigned worksheets. Payment of travelling and/or overtime hours will not be done before a signed worksheet has been received by TOS.

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