*For use by University of Oxford employees only. Please complete electronically and return this form to Clare Wickings.*

*Claims received by 3rd of the month will normally be paid by University Payroll at the end of the month*

|  |  |
| --- | --- |
| Name and payroll number | |
| Month and year | Account to charge |

Show morning and afternoon times separately, allowing time for a lunch break

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Morning | | Afternoon | | Total hours |
| From *(time)* | To *(time)* | From *(time)* | To *(time)* |
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| Total hours in month: | | | | |  |

Claimant’s signature and date

Authoriser’s signature and date