*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