

Overtime and conference recharge

Name Department

To Week Ending

*DATE	TIME WORKED		TOTAL HOURS	O.T. RATE	REASON FOR OVERTIME	CONFERENCES ONLY		
	FROM	TO				NORMAL HOURS	OVERTIME	BOOKING NO.
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

Signed

* PLEASE STATE IF BANK HOLIDAY OR CUSTOMARY DAY

Authorised by