ANNEX 7

TIMESHEET TEMPLATE

Contract No.:

Name of Grant Beneficiary:

Contract Title:

Name of Staff/Expert:
Position:

Calculation of Fees: days worked
Calculation of Per Diems: calendar days

Month: **Year:**

Day	Days Worked	Per Diems Requested	Place of Performance	Description of Tasks
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total				

Date
Signature of Staff/ Expert

Date
Name and Signature of Legal Representative of GB