

Insert the project logo or the logo of the organization



« Project Reference : 2014-1-.....-KA2...-..... »

Organization :	
Name and surname of the employee :	
Staff category <sup>1</sup> :	
Number of daily working hours (legal basis):	
Year / Month :	

Date(s)	Working time on the project <sup>2</sup>	Title and reference of the Intellectual Output	Description of task(s) performed
<b>Total</b>	<b>0.00</b>		

<sup>1</sup> Please use the following categories: Manager; Researcher/Teacher/Trainer/Youth worker; Technical; Administrative

<sup>2</sup> Time unit to use: day in increments of 0.25 d, 0.5 d, 0.75 d or full day

Date and signature of the employee	Name, surname of the legal representative Date and signature
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Individual timesheet summary template for Strategic Partnership project

« Project Reference : 2014-1-....-KA2...-..... »

Organization :	
Name and surname of the employee :	
Staff category <sup>1</sup> :	
Number of daily working hours (legal basis):	
Year :	

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Timesheet	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL (in days)
Intellectual Output 1													0.00
Intellectual Output 2													0.00
Intellectual Output 3													0.00
Intellectual Output 4													0.00
Intellectual Output 5													0.00
Intellectual Output 6													0.00
Intellectual Output 7													0.00
<b>TOTAL (in days)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>1</sup> Please use the following categories : Manager ; Researcher/ teacher/ trainer/ youth worker ; Technical ; Administrative

Date and signature of the employee	Name, surname of the legal representative Date and signature
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