

MPS Worker's Name

Name of School

Week Ending Date.....

Worker Purposes Only			DAYS WORKED (Please specify 'am' or 'pm' if half day)
Subsistence ✓	Travel ✓		
		MONDAY	
		TUESDAY	
		WEDNESDAY	
		THURSDAY	
		FRIDAY	
DAYS WORKED AT THIS SCHOOL THIS WEEK			

I confirm that I have incurred subsistence costs, where appropriate, on the days I have worked and kept receipts wherever possible, or a diary record of the expenses incurred.

I also confirm that each method of transport I have used on each day worked, is ticked opposite.

I declare that all the details signed for are correct.

I understand that a false declaration is fraud and as such is an offence which may lead to prosecution.

MPS Worker's Signature Date

	MODE USED	DAYS
CAR		
BICYCLE		
MOTORBIKE		
PUBLIC TRANSPORT		
OTHER		

I declare that all the details signed for are correct. I understand that a false declaration is fraud and, as such, is an offence which may lead to prosecution.

MPS Worker's Signature

I confirm that the total days worked are correct and I will accept your charges, at the agreed rate, for days worked. I accept MPS Education's Terms & Conditions of business that are available from www.mpseducation.com

School's Authorised Signature

1. Time sheets **MUST** be returned to the office no later than **10.00 a.m. MONDAY MORNING** by hand, 1st class post, by email to timesheets@mpseducation.com or fax on 01443 606250.
2. MPS workers must sign the time sheet themselves and also get someone in authority at the school to verify that all the information is correct.
3. Please use Friday as the last day of your working week, and enter that week-ending date in the space provided.
4. The Conditions of Contract you have entered into are fully covered by the Terms & Conditions that are available from www.mpseducation.com.