

## A guide to completing your Timesheet

**WEEKLY TIMESHEET**  
This must be faxed to 0844 560 3721 by 5pm on Monday in order to ensure prompt payment


Name: \_\_\_\_\_

Consultants Name: \_\_\_\_\_

School: \_\_\_\_\_ Postcode: \_\_\_\_\_

Ref: \_\_\_\_\_ Booking: \_\_\_\_\_

Week Ending Sunday: \_\_\_\_\_  
(BLOCK CAPITALS)



**Regional Offices**

Phone: 0845 615 6511

Email: [enquiries@itnmark.com](mailto:enquiries@itnmark.com)

Web: [www.itnmark.com](http://www.itnmark.com)

DAY	DATE	TIME STARTED	TIME FINISHED	LUNCH BREAKS	FLAT DAYS	FLAT HOURS	TOTAL DAYS/HOURS
Mon							
Tue							
Wed							
Thurs							
Fri							
Sat							
Sun							
Total days/hours for the week							

The above named staff has worked the days/hours shown and we agree to pay your account in accordance with your Terms and Conditions of business

Authorised By: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

EXPENSE DETAILS - TO BE COMPLETED BY EMPLOYEES OF KEY PORTFOLIO LIMITED ONLY

**Non receipted scale rate payments**

Your claim for scale rate payments can be processed for each day worked. To claim for a particular scale rate payment please put a (✓) in the appropriate box.

	Mon	Tues	Wed	Thurs	Fri	Total
Breakfast						
Lunch						
Evening Meal						

By ticking the box, I confirm that I am an employee of Key Portfolio Limited and am site based in accordance with sections 336-339 ITEPA 2003. As detailed above, I claim breakfast for each morning that my job obliged me to leave home before 7:00am, which was earlier than is usual, and I purchased breakfast, lunch for each day that I purchased lunch and an evening meal for each day that I worked beyond my usual evening meal time, was away from home for more than 10 hours and purchased an evening meal.

By ticking the box, I confirm that I have completed a Portfolio Expense Form for my receipted expenses and sent it to Key.

**Mileage Claim**

Complete the relevant box with the number of miles travelled.

	Mon	Tues	Wed	Thurs	Fri	Total
Car/Van						
Motorbike/scooter						
Bicycle						

For full details of any additional expenses to which you may be entitled to claim, please refer to the Key Portfolio Allowable Expense Guidelines. For details of the scale rate payments see [www.mykeypay.com](http://www.mykeypay.com) or contact Key on 0845 371 0303.

I certify that I have received and read your Agency Agreement and that I have carried out the work detailed above. Supply Staff Signature: \_\_\_\_\_  
You will receive your pay slip by email unless you notify us otherwise

Once complete please fax your Timesheet to **0844 560 3721** by the deadline.

Client/School representative must sign here.

These scale-rate payments are specific amounts that are reviewed from time to time by HM Revenue & Customs. Receipts are not required.

Tick all appropriate boxes.

This section is for your mileage costs if using your own vehicle. Insert number of miles travelled daily beside the relevant mode of transport.

Public transport costs should be submitted directly to Key Portfolio on the Expense Form.

You **MUST** sign here before returning your Timesheet to ITN Mark

- If you only work a half day you do not qualify for breakfast, lunch or evening meal scale-rate payments for that day. However, working two half days in one day, will count as one full day.
- Full details of the current amounts for each scale-rate payment are available at **mykeypay.com**
- All other expenses such as public transport costs or classroom materials can be offset by submitting an Expense Form with any required receipts directly to Key Portfolio. This form is available to download at **mykeypay.com**
- For any questions relating to your expenses call Key Portfolio: **0845 371 0303**