**Time sheet template**

You can use this template to fill in time sheets for work that has been completed for your application. Time sheets need to be attached when you submit a request for reimbursement. Please see the notes on the next page for how to fill out this template.

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| ***Date*** | ***Author/******Lawyer*** | ***Milestone*** | ***Task*** | ***Hours*** | ***Hourly rate*** | ***Amount*** |
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**Examples of time sheeting and itemised invoices**

**Legal Counsel:**

*Note: Legal counsel typically record time in six-minute units. Although we do not require this, invoices will still require itemisation and a clear breakdown of costs by the work undertaken.*

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| ***Date*** | ***Lawyer*** | ***Milestone*** | ***Task*** | ***Hours*** | ***Hourly rate*** | ***Amount*** |
| *01/02/03* | *John Smith* | *Milestone of the work, e.g. Pre-hearing.* | *Task completed and brief description of purpose* | *2* | *$50* | *$100* |
| *02/03/04* | *Jane Smith* | *Milestone of the work, e.g. Pre-hearing* | *Task completed and brief description of purpose* | *3* | *$100* | *$300* |

**Project managers:**

*Note: Project managers may also record their activity by day or week. Project managers must still record accurate hours and the tasks that were completed within those hours.*

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| ***Date*** | ***Author*** | ***Milestone*** | ***Task*** | ***Hours*** | ***Hourly rate*** | ***Amount*** |
| *01/02/03* | *Project Manager* | *Milestone of the work, e.g. Pre-hearing.* | *Task completed and brief description of purpose* | *1* | *$10* | *$100* |
| *02/03/04* | *Project Manager* | *Milestone of the work, e.g. Pre-hearing* | *Task completed and brief description of purpose* | *2* | *$100* | *$200* |

**Historians and Researchers:**

*Note: Historians may record their activity by day or week. Historians must still record accurate hours and the tasks that were completed within those hours.*

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| ***Date*** | ***Author*** | ***Milestone*** | ***Task*** | ***Hours*** | ***Hourly rate*** | ***Amount*** |
| *01/02/03* | *Historian* | *Milestone of the work, e.g. Pre-hearing.* | *Task completed and brief description of purpose* | *1* | *$10* | *$100* |
| *02/03/04* | *Historian* | *Milestone of the work, e.g. Pre-hearing* | *Task completed and brief description of purpose* | *2* | *$100* | *$200* |

**Travel and accommodation expenses:**

Requests for travel reimbursements must include invoices/receipts to demonstrate that the cost has been incurred, and how the cost related to the progression of an application.

For reasonable mileage to be paid in reimbursement of use of a private vehicle, please record within itemised invoices/timesheets the purpose of travel and the number of kilometres travelled. For current mileage rates, please refer to Inland Revenue:

<http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/emp-deductions-allowances-mileage.html>