|  |  |
| --- | --- |
| **Team member full name:** |  |
| **Role in the project:** |  |
| **Working period:** | **From:** |  | **To:** |  |
| **Project title:** |  |
| **Project reference No:** |  |
| **Funding Agency:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Working Hours** | **Date** | **Working Hours** |
| **After ending the official working hour** | **During Weekends** | **After ending the official working hour** | **During Weekends** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total number of Days (8 hours/day)=**  |
| **Total number of Days after official working hours X 1.25 + Total number of Days during weekends hours X 1.5=** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Signatures** | **Team member** |  |  |  |
| **Project Coordinator** |  |  |  |

|  |  |
| --- | --- |
| **International Project Office** | ***Project Officer*** |
| **Compatible with Regulations:** | [ ]  **Yes** [ ]  **No** |
| **Notes:**  |  |
| **Signature:** |  | **Date:** |  |
| ***Director of the International Project Office***  |
| **Notes:**  |  |
| **Signature:** |  | **Date:** |  |