

## Timesheet and expense process instructions

Big Red run a calendar monthly timesheet and expense claiming process the dates of which are outlined on the website. All expense invoices sent need to relate to a calendar monthly period.

Due to the relatively short period of time between the end of the month and when we aim to pay you it is crucial that you fill in your timesheets accurately and invoice us in the same manner.

The bullet points below are intended to help clarify exactly what we need from you, if you have any questions please call the person who organised the placement for you and ask, we are more than happy to help:

- Please fax or scan and email your signed timesheet to the number and email address on the timesheet
- Please ensure that you have filled in all the boxes on the timesheet with the required information, if you fail to fill it in correctly you may miss the payment deadline and have to wait till the next month for your invoice to be paid
- If you have expenses to reclaim please use the Big Red expense form found on the website, fill it in clearly, ask the client who signs your timesheet to sign it and forward it to us with photocopied receipts. We will not be able to process expenses claims without clear details regarding what the expenses are for; "miscellaneous" does not represent our idea of clear details, each item of expense needs to be clearly described