Student Ambassadors
Time Sheet

RED Team Ambassadors: return to: Post Box, Devonshire Building
BLUE Team Ambassadors: return to: Student Services, 2nd Floor, King’s Gate

- Ensure you complete your name, payroll number and school at the top of the form. Authorisation of Hours must be provided for each event. Missing information may result in non-payment.
- Time sheets must be received by 12pm on the 6th of the month for payment in the same calendar month & within 4 weeks from the date on which you carried out work
- If your writing is not legible, payment may be delayed. Ensure your write clearly and accurately.

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<tr>
<th>Name:</th>
<th>Payroll Number:</th>
<th>Academic School:</th>
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### Event Details

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<tr>
<th>Event Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Worked</th>
<th>Event Name</th>
<th>Authorisation of Hours</th>
<th>School/Service</th>
<th>Print Name (and tel or ext number if req’d)</th>
<th>Date</th>
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**Event Name Key:**

- ACE
- Accommodation Tours
- Assessed Summer School
- Bitesize Uni Summer School
- Campus Tours
- Choices Together
- Discover Days
- Dragonfly
- EXPLORE STEM Days
- Graduate Ambassador Visits
- HE Fairs/non PARTNERS Talks
- Mature Student Activity Mentoring
- Northern Ireland tour
- NUTTs Visits
- Parents Event
- PARTNERS School Talks
- PARTNERS Talk Tours (Cumbria)
- PARTNERS Talk Tours (W. Yorkshire)
- SAGE Faculty Office Activity
- Scotland HE Fairs
- Student Ambassador Training
- Teachers Events
- Year 12 Shadowing Event
- Other (Please give details)