



**LAK Locums LTD**  
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LAK Locums LTD, registered in England and Wales under number 6689445

# LAK Locums Weekly Timesheet

Locum Doctor's Name: \_\_\_\_\_  
 Hospital: \_\_\_\_\_  
 Grade and Spec: \_\_\_\_\_  
 PAYE/LTD or Self Employed: \_\_\_\_\_ Week ending: \_\_/\_\_/\_\_\_\_

Day	Date	Start Time	Finish time	Break	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Breaks will be unpaid unless stated otherwise:

Travel expenses will not be paid unless agreed at the time of booking.

If authorised please ensure you also fill in a travel claim form with the authorising signature and receipts.  
 Travel claim to be submitted with timesheet Y / N

The Trust/ Practice did an induction with me prior to the shift commenced Y / N

I confirm the above hours are correct: \_\_\_\_\_ We agree to the terms of business: \_\_\_\_\_

Doctor's Name:		Clients Name & Department:	
Doctor's Signature:		Clients Signature:	
(I declare that the information I have given on this form is correct, complete and that I have not claimed elsewhere for time worked. I understand that if I knowingly provide false information this may result in disciplinary action. I understand that accepting positions directly with the client that have been referred or offered by LAK Locums LTD is in breach of terms and will attract a financial penalty fee.)		(I am an authorised signatory of the above named client. I am signing to confirm that the hours/shifts that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action. I understand and agree to LAK Locums LTD Terms of Business - A standard introductory fee will be charged if the Doctor is taken on full time or allowed to change agencies.)	
Date:		Date:	

1.1 : "Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist (within England) or you may report any case of fraud, in confidence, to the NHS Fraud and Corruption Reporting Line on 0800 028 4060 (within England)".