

TIMESHEET INSTRUCTIONS (MS Excel Format)

CLIENTID

Enter ID number provided by AIA

CONSULTANTID

Enter ID number provided by AIA

PRGM

Enter training program code provided by AIA (i.e. SPO, CF)

MTGDATE

Enter training session date (mm/dd/yyyy), applicable to remainder of line/row entries.

LENGTH

Enter length of time of training session as hours (i.e. 1.75 for session length of 1 hour 45 minutes)

CCharge

Enter "yes" to indicate Cancel Charge if client cancelled this scheduled training session after 5:00 PM of the previous business day.

TRAVmins

Enter only round-trip travel time in excess of 45 minutes as minutes (i.e. 30 for total travel time of 75 mins)

MILEAGE

Enter round-trip total mileage

TOLLS*

Enter the total dollar amount for toll expenses.

MAT*

Enter the total dollar value for material expenses. Provide description under NOTES section.

FOOD*

Enter only the dollar value for food expenses. Provide description under NOTES section.

OTHER*

Enter the total dollar value for miscellaneous expenses. Provide description under NOTES section.

NOTES

Comments, description, or explanation of any entry.

* Provide receipts to AIA via fax, email, or standard mail within two (2) weeks of timesheet submission to:

Accounting Department
Atkins International Associates, Inc.
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Clinton, NJ 08809 USA
Email: ap-ar@atkinsinternational.com
Fax: (908)735-2277