TEMPUS PROJECT TIMESHEET			
Duningt			
Project number :			
Surname :			
First Name : Institution :			
Position :			
Duties ¹ :			
Period :			
Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
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TOTAL	0.00		
Calculation working	g days :	0.0	
¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.			
Signature of the tasks performer: Signature of the person responsible in the institution (where the tasks performer is employed):			