

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.

Name:	Payroll Number:	Academic School:
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Event Details					Authorisation of Hours			
					Note to staff: If your event isn't listed in event key below, provide a contact tel or ext number.			
Event Date	Start Time	End Time	Hours Worked	Event Name Use event name key or provide a clear description	Authorising Signature	School/Service	Print Name (and tel or ext number if req'd)	Date

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)