

Mileage Log					
Date	Odometer Start	From	To	Odometer End	Total KM's

Authorised by

Depart Manager \_\_\_\_\_ Name \_\_\_\_\_

Casual sheets must be signed by Department Manager and undergo final authorisation from Office Manager prior to Casual Staff Member being paid. Time sheets should be rounded to each quarter of an hour and be handed in weekly. **Time sheets must be emailed to [accounts@recd.com.au](mailto:accounts@recd.com.au) by 6pm Friday for payment on Monday.** Hours must remain under 38 hours per week unless approval has been expressly authorised by Real Estate Career Developers Pty. Ltd. prior to working these hours.