

[illegible]

												0.00							
												0.00							
												0.00							
												0.00							
												0.00							
TOTAL HOURS / KMS / CONTACTS			4.25	2.00	2.00	1.00	3.25	6.00	4.00	38.00	10.75	66.25	540.00	4	1	1	0	1	2

Instructions for use

Fill the applicable blank columns with times to the nearest 15 minutes (.25)

You need to put a “1” into the Initiating organisation column.

At end of month, “Ctrl-A” to select all and then “F9” to do the calculation update.