



Routing



EPSCA Trades Report Only

- 1) Contractor
- 2) Contract Administration
- 3) Project Accounting
- 4) Contract Administrator
- 5) Contractor to submit to: Payment Auditor

## E.P.S.C.A. Travel & Subsistence/Board Allowance and Contractor's Weekly Time Report

*NOTE: Report to be complete weekly showing all persons at site (including staff)*

Contractor	Job Title		
Subcontractor			
Contract Purchase Order Number			
Requisition Number	Report Number	For Week From: (yy/mm/dd)	To: (yy/mm/dd)

Employee Name <i>(Last Name, First Initial)</i>	Trade/Classification	Time <i>(fill in date for week)</i>							W Inclement Weather	LTI Lost Time Injury	S/B Standby	MAI Medical Attention Injury	Daily Travel Allowance Amount	Daily Subsistence/Board Allowance Amount	Total Amount Paid
		Time													
		Sun	Mon	Tue	Wed	Thur	Fri	Sat							

		<b>Shaded Area for Ontario Power Generation's use only</b>	
<p><b>* Notes</b></p> <p>1) Show Standby Time as "S/B" and include written explanation as attachment to report.</p> <p>2) Show absences due to Lost Time Injuries as "LTI".</p> <p>3) Show Medical Attention Injuries as "(Hours Worked) + MAI".</p> <p>4) If worker works partial day and balance of day includes unapproved absence, show "(Hours Worked) + UA".</p> <p>No travel &amp; Subsistence allowance will be paid for that day.</p>	<p><b>Any lost time or medical injuries this week?</b></p> <p><input type="checkbox"/> Yes _____</p> <p><input type="checkbox"/> No _____</p>	<p><b>Time approved by Contract Administrator</b></p>	
			Printed Name
			Signature
		<p>Certified correct by Contractor's Representative</p>	<p>Date</p>