Project-Based Audit Timesheet

Project Name: _____   Client/Department: _____

Auditor Name: _____   Period Covered: _____ to _____

Timesheet Reference #: _____

Audit Activity Log

Date	Time In	Time Out	Hours Worked	Audit Task/Activity	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Summary

Total Hours Worked: _____   No. of Days Worked: _____

_____
Auditor's Signature & Date

_____
Supervisor's Signature & Date

Important Notes

- All entries must be completed truthfully and accurately for audit accountability.
- Specify detailed audit tasks or activities for transparency of work performed.
- Timesheet should be reviewed and signed promptly by both auditor and supervisor.
- Attach supporting documents if required for specific audit tasks.
- Keep a copy of this timesheet for future project or audit reference.