

Fieldwork Attendance and Allowance Register

Date: \_\_\_\_\_  
Project: \_\_\_\_\_  
Fieldwork Location: \_\_\_\_\_  
Team Leader: \_\_\_\_\_

Attendance and Allowance Register

#	Name	Designation	Date In	Date Out	Daily Allowance (Rate)	Number of Days	Total Allowance	Signature	Remarks
1	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____	_____

Important Notes:

- This register must be maintained for all fieldwork activities requiring attendance and allowance payment.
- Only employees physically present should sign the register each day.
- Allowance claims should be accompanied by this duly filled and signed sheet.
- Discrepancies or corrections must be initialised by the team leader.
- Keep this document safely for audit and future reference.