

Air Force Reserve Attendance Diary

Employee ID	Service number	Rank	Printed name <i>(In full)</i>	Unit	Element	Contact number
Approved activity code pay station			Allocated number of days	Total days for month		Total days used for FY

Notes:

- Complete all fields of the diary.
- Have an eligible supervisor, verifying officer or sponsor (who has observed you working that day) **sign each entry**.
- Other allowance entitlement (other than AAZ or Reserve, eg Field, FLY, FDY).
- Possibility have two diaries running at one time - allocation from two sponsors.
- YOU sign and date it.
- Keep a copy of your diary.

Portion of day:

- 1/3 day - more than two hours, less than three hours.
- 1/2 day - more than three hours, less than six hours.
- 1 day - more than six hours.
- All excluding meal breaks.
- Only SR members can be paid 1/6 day - more than one hour, less than two hours.
- All Voluntary Un Paid (VUP) attendances are to be annotated - covers for any COMCARE claim - proof of attendance.

Date	Time		Portion of day	Meal break taken <i>(Yes or No)</i>	Meal break <i>(Commence - finish)</i>	Activity code	Place of duty	Attendance allowance <i>(Yes or No)</i>	Member lived in <i>(Yes or No)</i>	Other allowance <i>(Entitled)</i>	Supervisor, verifying officer or sponsor <i>(Rank and name)</i>	Supervisor, verifying officer or sponsor <i>(Signature)</i>
	From	To										

Member

I certify that the entries in the diary are a correct record of my reserve service for the period shown.

Signature	Printed name <i>(In full)</i>	Date
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Sponsor or approving officer

I certify that this member is entitled to payment for the period claimed.

Signature	Printed name <i>(In full)</i>	Date
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SQN or FLT roll keeper

I authorise input of attendance.

Signature	Printed name <i>(In full)</i>	Date
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UPR received

Batch	Date
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