

Example timesheet layout — R&DTI evidence

Reference layout only. Replace all sample data with your own contemporaneous records.

Important. Timesheets must be **contemporaneous** — recorded at or near the time the work was performed. The ATO does **not** accept timesheets reconstructed after the end of the financial year. Use this layout as a reference for what good R&D timesheet evidence looks like, then populate it from your own systems (Harvest, Toggl, Jira, Linear, payroll exports). Do not backfill from memory.

Weekly timesheet — Jane Engineer, week ending 2025-09-07

Date	Day	Activity ID	Activity description	Hrs	R&D %	R&D hrs	Notes / evidence
2025-09-01	Mon	CA-01	Spike: graph traversal alternatives for live routing	8	80	6.4	Jira RDTI-214; PR #482
2025-09-02	Tue	CA-01	Hypothesis test: heuristic A vs Dijkstra on synthetic load	8	90	7.2	Notion: experiment log
2025-09-03	Wed	SA-02	Build test harness to capture latency distribution	7	70	4.9	Supporting activity — github harness
2025-09-04	Thu	CA-01	Evaluate experiment outcome; iterate weights	8	85	6.8	Confluence: CA-01 evaluation
2025-09-05	Fri	—	Customer support, admin, sales call	6	0	0.0	Non-R&D; excluded
Totals				37		25.3	

Monthly summary — September 2025

Employee	Role	Activity	Total hrs	R&D hrs	R&D %	Salary	R&D salary (mo)
Jane Engineer	Snr Software Eng	CA-01	120	98	81.7	\$165,000	\$1,123
Jane Engineer	Snr Software Eng	SA-02	24	17	70.8	\$165,000	\$195
Alex Founder	CTO	CA-01	60	54	90.0	\$180,000	\$1,350
Priya Data	ML Engineer	CA-01	140	126	90.0	\$155,000	\$1,628
Totals			344	295			\$4,296

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