## Information on how to print out timesheets for expenses claims

Log into ARC POW and go into ‘My Timesheets’

Click ‘view’ for the relevant placement week. You will only be able to do this once your timesheets have been approved.

Right click on the page and click Print Preview

Shrink the page so all the information is one page (normally 80%)

Click Print.

This will then have all the details you need to claim expenses including the date, placement and your name (in the top right hand corner of the page)