COLLEGE OF REMOTE AND OFFSHORE MEDICINE

CoROM

TIMESHEET SUBMISSION AND INVOICE POLICY

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Policy Reference: CoROM-FIN-INV-001
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Approved By: Executive Office & Financial Controller
Next Review Date: Annually

1. Purpose and Scope

This Timesheet Submission and Invoice Policy (the "Policy") establishes the principles, procedures, and requirements governing the submission of timesheets and invoices by contractors, instructors, and other engaged individuals (collectively, "Personnel") of the College of Remote and Offshore Medicine (CoROM).

The Policy is designed to:

- Ensure that all fee payments are transparent, accountable, and directly linked to contracted services within CoROM's educational mission and financial plan.
- Protect CoROM's financial integrity by preventing payment for unauthorised, out-of-scope, or over-budget work.
- Provide clear, fair, and consistent guidance to all Personnel on how to submit timesheets and invoices correctly.
- Safeguard institutional trust by establishing that CoROM cannot and will not process any payment without a valid invoice accompanied by an approved timesheet.

This Policy applies to all individuals who submit invoices to CoROM for personal services rendered, including independent contractors providing general operational or administrative work under a Service Agreement, short-term instructors engaged for specific teaching events under an Instructor Engagement Contract, and contractors engaged under fixed-fee, task- or project-based Service Agreements.

Note on terminology: the term "timesheet" is used throughout this Policy to refer to the submission record that accompanies every invoice — regardless of whether the engagement is time-based or fixed-fee. For all engagement types, the timesheet covers a defined period during which the work was performed and provides the evidence base for the associated invoice. The relevant activity type (Type A, B or C) determines what the timesheet must contain.

2. Governing Principles

All timesheet and invoice submissions must comply with the following fundamental principles. Failure to satisfy any one of these principles will result in a submission being declined and payment withheld.

2.1 Contract Linkage

Hours and activities claimed are eligible for payment only when they arise directly from work that is explicitly within the scope of the individual's signed contract with CoROM. Work performed outside the contracted scope, or before a contract is in place, will not be paid.

2.2 Hours Cap, Fixed Fee, and Budget Compliance

For time-based engagements (Type A and Type B), all hours claimed must fall within the approved hours cap specified in the relevant contract (monthly or per-engagement). Where a contractor or instructor anticipates that work will exceed the cap, the relevant Budget Holder must be informed and must give explicit written pre-approval before the additional work is performed. Retrospective approval of excess hours will not be accepted.

For fixed-fee, task-based engagements (Type C), there is no hours cap. The total fee is agreed in the contract for a defined task or deliverable. Claims must not exceed the total fixed fee specified in the contract. Any variation to the agreed scope or fee must be agreed in writing before additional work is commenced.

2.3 Budget Holder Approval

Once a timesheet has been submitted, it is the Budget Holder's responsibility to review and approve it before it is forwarded for payment. The Budget Holder confirms that the work was within the planned budget, was within scope, and complies with this Policy. Budget Holders for timesheet approvals are the same individuals designated under CoROM's Expense and Reimbursement Policy (CoROM-FIN-EXP-001).

2.4 Priority of Teaching Activities

CoROM's primary mission is the delivery of high-quality graduate and postgraduate education. Teaching-related services are given the highest priority in budget allocation. Non-teaching contractor services, including administrative and operational activities, are subject to the same principles of proportionality and budget compliance.

2.5 Economy and Reasonableness

Personnel are expected to record only time that was genuinely and necessarily spent on contracted CoROM activities. The minimum billing unit is 0.5 hours per activity. Inflated, rounded, or unsubstantiated time claims will be queried and may be declined.

2.6 Fiscal Responsibility

CoROM holds institutional funds in trust for its educational purpose. All fee payments must represent genuine value for money and must serve the interests of the College. Budget Holders and approvers are jointly responsible for ensuring compliance with this principle.

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3. Types of Engagement Covered by This Policy

All submissions must be associated with one of the following three activity types. The activity type determines the applicable contract, approval route, and documentation requirements.

3.1 Type A — General Contractor Work (Service Agreement)

Type A covers ongoing or periodic work performed under a signed Independent Contractor Services Agreement. This includes, but is not limited to:

- Student administration and programme coordination;
- Academic operations support;
- Content or curriculum development;
- Research, writing, or editorial work;
- IT, communications, or project-support activities.

Type A work is billed monthly in arrears, based on hours actually and reasonably worked, up to the monthly cap specified in the relevant contract. The minimum billing unit is 0.5 hours.

3.2 Type B — Teaching and Instructional Activity (Instructor Engagement Contract)

Type B covers fixed-term teaching, facilitation, simulation delivery, or instructional support provided under a Short-Term Instructor Engagement Contract for a named course or event. This includes:

- Face-to-face or online teaching sessions;
- Skills stations, simulation scenarios, and assessments;
- Pre-course preparation directly required by CoROM;
- Post-course administrative duties specified in the contract.

Type B work is billed per engagement as agreed in Appendix 1 of the relevant Instructor Engagement Contract. The scope, total hours, and rate are fixed at the point of contracting and cannot be exceeded without prior written approval from CoROM.

3.3 Type C — Fixed-Fee, Task-Based Work (Project Service Agreement)

Type C covers work performed under a Service Agreement where the fee is fixed for a defined task, deliverable, or project outcome rather than calculated on an hourly basis. The actual number of hours worked by the contractor is not relevant to payment. Examples include:

- Development of a specific course module, curriculum component, or set of learning materials;
- Production of a defined written output (e.g., a report, policy document, or research summary);
- Completion of a discrete operational or technical project with agreed deliverables;
- Any other engagement where the contract specifies a fixed fee for a defined outcome.

Type C work is billed in accordance with the payment milestone(s) or schedule set out in the relevant contract. The submission must demonstrate that the task or deliverable has been completed (or that a defined milestone has been reached) rather than recording hours worked. The agreed fixed fee, or the proportionate instalment due at the milestone, is the amount that may be invoiced.

Where a contract provides for staged or milestone payments, each Type C submission covers the period from the previous milestone (or contract start) to the milestone date being claimed, and the invoice must

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state the milestone description and the proportion of the total fee being claimed, as set out in the contract.

4. Contract Compliance Requirement

No timesheet or invoice will be accepted or processed unless it is underpinned by a current, signed contract between the individual and CoROM. Specifically:

- All services claimed must fall within the scope of work defined in the contract (Schedule A or equivalent);
- The fee rate applied must match the rate specified in the contract (Schedule B or Appendix 1);
- For Type A and Type B: the hours claimed must not exceed the approved hours cap defined in the contract, unless prior written approval has been obtained from the Budget Holder;
- For Type C: the amount invoiced must not exceed the fixed fee (or the milestone payment) specified in the contract. Any additional work beyond the agreed scope must be authorised in writing before it is undertaken;
- The billing period must fall within the active term of the contract.

Individuals who perform work outside the scope of their contract, or in excess of the approved hours cap without prior written approval, do so at their own risk. CoROM is not obligated to pay for unauthorised work.

It is the responsibility of each contractor and instructor to be familiar with the terms of their contract before submitting a timesheet or invoice. If there is any uncertainty about scope, rate, or hours, the individual must seek written clarification from their Budget Holder or the Financial Controller before commencing additional work.

5. The Timesheet Portal

CoROM operates a Timesheet Portal as the sole authorised channel for the submission of timesheets and invoices. All submissions must be made through the Portal. CoROM will not process payments based on timesheets or invoices submitted by email, post, or any other means, except where the Portal is temporarily unavailable and an exception has been authorised in writing by the Financial Controller.

5.1 Portal Access

Access to the Timesheet Portal is granted by CoROM upon signing of a contract. Individuals are responsible for maintaining the security of their login credentials and must not share access with third parties.

5.2 Submission Requirements

Each timesheet submission must include the following information:

- Full name and CoROM contract reference number;
- Billing period (e.g., month and year for Type A; course dates for Type B; task period or milestone date for Type C);

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- Activity type (Type A, Type B or Type C — selected within the Portal);

For Type A and Type B submissions, the following additional fields are required:

- Date of each activity within the billing period;
- Description of activity performed — sufficient detail to allow the Budget Holder to verify the work against the contract scope (a single-line entry such as 'work done' is not acceptable);
- Hours worked per activity (in minimum 0.5-hour increments);
- Cumulative total hours for the billing period;
- Declaration that all hours claimed are accurate, within the approved cap, and within the scope of the signed contract.

For Type B (teaching) submissions, the course name, course date(s), and location must also be stated explicitly.

For Type C submissions, the following fields replace the hour-recording fields above:

- Task or deliverable description — a clear statement of the work completed or milestone reached, as defined in the contract;
- Period covered — the start and end dates of the period during which the task was carried out;
- Milestone or payment stage — the specific milestone or payment stage being claimed, as referenced in the contract;
- Amount claimed — the fixed fee or proportionate instalment due, as specified in the contract;
- Declaration that the task or milestone has been completed in accordance with the contract, and that the amount claimed does not exceed the contracted fee for this stage.

For Type C submissions, hours worked are not recorded and are not required. The Budget Holder verifies task completion and contract compliance, not time spent.

5.3 Invoice Attachment

A valid invoice (see Section 7) must be attached to every timesheet submission within the Portal before the submission is finalised. The Portal will not allow submission of a timesheet without an attached invoice. The invoice must match the hours and amounts stated in the timesheet.

6. Hours Cap and Budget Compliance

CoROM's commitment to sound financial governance requires that all contracted hours remain within the agreed cap and within budget. The following rules apply:

- **Stay within your cap:** Hours claimed must not exceed the monthly (or per-engagement) cap set out in the contract. The Timesheet Portal will alert the submitter if a submission approaches or exceeds the cap.
- **Seek approval before exceeding the cap:** If a contractor or instructor reasonably anticipates that they will need to exceed the agreed hours cap in a given period, they must obtain prior written approval from their Budget Holder before performing the additional work. Retrospective approval will not normally be granted.

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- **Budget holder verification:** The Budget Holder will check that each timesheet submission is within the approved budget allocation before approval. Submissions that would cause the budget to be exceeded will be placed on hold pending a budget review.
- **Cumulative tracking:** Where contracts include a total hours ceiling across the full contract term as well as a monthly cap, contractors must track their cumulative hours.

CoROM accepts no liability for costs incurred beyond the agreed cap or budget unless prior written authorisation has been provided by the Budget Holder.

For Type C (fixed-fee) submissions: the provisions of this section relating to hours caps do not apply. Budget Holders instead verify that the task or milestone specified in the contract has been completed to the required standard before approving payment of the fixed fee or instalment. Requests to vary the scope or total fee of a Type C contract must be submitted in writing to the Budget Holder and Financial Controller for approval before any additional work is commenced.

7. Invoice Requirements

CoROM cannot initiate payment without a valid invoice. All invoices must meet the following requirements to be considered valid:

Requirement	Detail
Issuing party	Full legal name, address, and (where applicable) VAT/tax registration number of the contractor or instructor.
Recipient	College of Remote and Offshore Medicine Foundation, 34 Triq Profs Anton Tabone, Birzebbuga, BBG2040, Malta.
Invoice number	A unique sequential invoice number assigned by the issuing party.
Invoice date	The date on which the invoice is issued.
Contract reference	The CoROM contract or agreement reference number.
Billing period	The period of service covered (e.g., 'March 2026' or 'ACC709 Course 14–16 March 2026').
Description of services	A clear description of the services provided, consistent with the contract scope and the timesheet submitted.
Hours and rate (Type A and B)	Total hours worked, hourly rate (as per contract), and the resulting fee calculation. Not applicable for Type C submissions.
Task, milestone and fixed fee (Type C)	Description of the task completed or milestone reached (matching the contract), the period covered, and the fixed fee or contractual instalment being claimed. Hours worked must not be stated as the basis for the fee.
VAT treatment	VAT status must be stated. If VAT is applicable, it must be shown separately at the applicable rate. If the provider is not required to charge VAT, this should be stated explicitly on the invoice.
Total amount due	The total amount payable, stated in EUR (unless otherwise agreed in the contract).
Payment details	Valid IBAN and BIC/SWIFT for SEPA Credit Transfer.

Invoices that do not meet the above requirements will be returned for correction. The 30-day payment clock (as per contract terms) will restart upon receipt of a corrected, valid invoice.

8. Submission Deadlines

Timely submission of timesheets is essential to ensure that payments can be made within contractual terms and that CoROM's financial records remain accurate.

Activity Type	Submission Deadline	Notes
Type A (Monthly)	By the 5th calendar day of the following month	e.g., March timesheet due by 5 April
Type B (Per Engagement)	Within 5 working days after the final day of the course or event	Budget Holder must approve before payment can proceed
Type C (Fixed-Fee / Task-Based)	Within 10 working days of completing the task or reaching the contracted milestone	Budget Holder verifies task completion; submission must reference the contract milestone

Late submissions may result in delayed payment. CoROM accepts no responsibility for delays caused by late submission. If a contractor or instructor is unable to submit by the deadline due to exceptional circumstances, they must notify the Financial Controller in advance and request an extension in writing.

9. Timesheet Submission Procedure

All timesheet and invoice submissions must be made strictly in accordance with the following procedure. Submissions that do not comply will be returned and may not be processed.

9.1 Use of the Timesheet Portal

All submissions must be made via CoROM's official Timesheet Portal. The use of informal requests, emails, or other formats as a substitute for the Portal is not permitted, except in the circumstances described in Section 5.

9.2 Submission Routes

The approval route for a timesheet submission depends on which Budget Holder is responsible for the relevant activity or budget. Two routes apply:

Route A — Budget Holder Approval Required (Standard Route)

This route applies to all submissions where the budget holder is the Director of Lifelong Learning, a School Dean, the Academic Board, or any other designated Budget Holder. This covers the majority of submissions, including all teaching and general contractor activities.

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1. Complete all timesheet entries in the Timesheet Portal, including activity descriptions, dates, hours, and activity type.
2. Attach a valid invoice (see Section 7) to the submission before finalising.
3. Submit via the Portal. The submission will be automatically routed to the relevant Budget Holder for review and sign-off.
4. The Budget Holder will review the submission for compliance with the approved budget and this Policy. If approved, the submission is forwarded to the Financial Controller for payment processing. If rejected, the Budget Holder will notify the contractor with reasons via the Portal.
5. Submissions forwarded directly to accounts@corom.edu.mt without Budget Holder sign-off will be returned unprocessed.

Note: The Budget Holder sign-off step is not a formality. It is the mechanism by which Budget Holders maintain visibility and control over actual expenditure against their approved budgets. Budget Holders are accountable for approving only submissions that are within budget, within contractual scope, and compliant with this Policy.

Route B — Direct Submission (Executive Team Budget)

This route applies only where the budget holder is the Executive Team — typically for operational, marketing, or institutional contractor activities that fall within Executive-owned budgets.

6. Complete all timesheet entries in the Timesheet Portal in full.
7. Attach a valid invoice before finalising the submission.
8. Submit via the Portal. The Financial Controller will liaise with the Executive Team to confirm approval before processing.

10. Payment of Approved Submissions

Approved submissions will be paid by bank transfer (SEPA Credit Transfer) to the contractor's or instructor's nominated account. Payment is typically processed within 30 calendar days of the Financial Controller receiving a fully compliant, approved submission. CoROM will not make payments in cash.

If the Foundation disputes any part of a submission, the Financial Controller will notify the contractor in writing within 10 working days of submission, specifying the reasons. The Foundation will pay the undisputed portion within standard terms. Both parties will act in good faith to resolve any dispute promptly, with unresolved matters escalated to the COO for determination.

All taxes, social security contributions, and similar liabilities arising from payments made under this Policy are the sole responsibility of the contractor or instructor. CoROM's payments are made gross and do not include deductions unless required by law.

11. Record Keeping and Audit

All timesheet and invoice records submitted through the Timesheet Portal are retained by CoROM in accordance with its document retention policy and applicable legal requirements.

- Records will be retained for a minimum of seven (7) years for tax and audit purposes.

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- CoROM reserves the right to audit timesheet records at any time, in line with the audit provisions contained in individual contracts.
- Contractors and instructors must be able to provide supporting evidence (e.g., communications, logs, meeting notes) for hours claimed, if requested during an audit.
- Contractors and instructors are also advised to retain their own copies of all submitted documents.

12. Responsibility, Accountability and Consequences of Non-Compliance

12.1 Contractor / Instructor Responsibility

The individual submitting a timesheet and invoice bears full personal responsibility for the accuracy and legitimacy of the submission. By submitting, the individual certifies that:

- The hours were genuinely and necessarily spent on authorised CoROM activities within the scope of the signed contract;
- All hours were recorded within the terms of this Policy and the approved cap;
- The attached invoice is genuine and has not been submitted for payment to any other party;
- No personal benefit beyond the legitimate fee for services rendered is being sought.

12.2 Consequences of Non-Compliance

CoROM takes the integrity of its financial processes seriously. The following consequences may apply in cases of non-compliance:

- Submissions that do not comply with this Policy will be declined without payment.
- Repeated or deliberate non-compliance may result in termination of the engagement in accordance with the terms of the relevant contract.
- The submission of fraudulent timesheets or invoices — including the submission of false, inflated, or fabricated records — is a serious matter and may constitute a criminal offence under Maltese law. CoROM reserves the right to refer such matters to the relevant authorities.

12.3 Budget Holder Responsibility

Budget Holders who approve submissions bear responsibility for ensuring that all hours claimed are within the approved budget, serve a legitimate institutional purpose, and comply with this Policy. Approving submissions that do not meet these criteria is itself a breach of this Policy.

13. Policy Review and Updates

This Policy will be reviewed annually by the Financial Controller in consultation with the Executive Office. CoROM reserves the right to amend this Policy at any time. Updates will be communicated to all Personnel and published on CoROM's internal document management system.

Queries regarding the interpretation or application of this Policy should be directed in the first instance to the Financial Controller at accounts@corom.edu.mt.

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14. Related Policies and Documents

- CoROM Staff Code of Conduct
- CoROM Expense and Reimbursement Policy (CoROM-FIN-EXP-001)
- CoROM Budget Planning and Financial Management Policy
- CoROM Finance and Payments Policy
- Independent Contractor Services Agreement (individual contract)
- Short-Term Instructor Engagement Contract (individual contract)

This policy forms part of CoROM's internal governance and financial control framework and shall be read together with the relevant service agreements, instructor contracts, approved budgets, and the CoROM Expense and Reimbursement Policy.

POLICY APPROVAL

Role	Name	Signature	Date
Chief Executive Officer	John Clark		
Financial Controller	Eszter Sandor		
Chief Operating Officer	Csaba Dioszeghy		

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College of Remote and Offshore Medicine (CoROM)

APPENDIX A — QUICK REFERENCE SCHEDULE

Policy Reference: CoROM-FIN-INV-001 | Rates effective from 1 April 2026 | Subject to annual review

This schedule provides a summary reference for contractors and instructors. The main Policy body prevails in all cases.

A.1 Activity Types at a Glance

Topic	Type A — General Contractor Work	Type B — Teaching / Instructor Work	Type C — Fixed-Fee / Task-Based Work
Governing contract	Independent Contractor Services Agreement	Short-Term Instructor Engagement Contract	Project / Task-Based Service Agreement
Billing basis	Hourly (actual hours worked)	Hourly or per-session (as per contract)	Fixed fee per task / deliverable / milestone
Hours recorded?	Yes — mandatory	Yes — mandatory	No — hours are irrelevant; task completion is verified instead
Cap / limit	Monthly hours cap per contract	Fixed hours per engagement	Fixed total fee per contract; no hours cap
Submission deadline	By 5th of following month	Within 5 working days after course end	Within 10 working days of task / milestone completion
Submission channel	Timesheet Portal only	Timesheet Portal only	Timesheet Portal only
Invoice required?	Yes — must be attached in Portal	Yes — must be attached in Portal	Yes — must be attached in Portal
Approver	Designated Budget Holder	Designated Budget Holder	Designated Budget Holder
Budget Holder verifies	Hours within cap; work within scope	Hours within engagement; teaching delivered	Task / milestone completed per contract
Payment terms	30 days from approved valid invoice	30 days from approved valid invoice	30 days from approved valid invoice
Currency	EUR (unless otherwise agreed)	EUR (unless otherwise agreed)	EUR (unless otherwise agreed)

A.2 Invoice Checklist

Use this checklist before attaching your invoice in the Timesheet Portal:

	Item	Check
☐	I have a current, signed contract with CoROM covering this billing period.	Contract compliance
☐	I have selected the correct activity type (Type A, Type B or Type C).	Activity type
☐	TYPE A / B ONLY: Each activity entry includes a clear description and the date it was performed.	Activity descriptions
☐	TYPE A / B ONLY: Hours are recorded in 0.5-hour increments and match my actual time worked.	Hour recording
☐	TYPE A / B ONLY: The total hours for this billing period do not exceed my approved cap.	Hours cap
☐	TYPE A / B ONLY: If I exceeded my cap, I obtained prior written approval from my Budget Holder.	Excess approval
☐	TYPE C ONLY: I have clearly described the task or milestone completed, the period covered, and the milestone reference from my contract.	Task description
☐	TYPE C ONLY: The amount claimed matches the fixed fee or milestone payment specified in my contract and does not exceed it.	Fixed fee compliance
☐	My invoice is attached and matches the amounts in this timesheet.	Invoice attached
☐	My invoice includes all required information (see Section 7 of this Policy).	Invoice completeness
☐	My bank details (IBAN / BIC) on file with CoROM are current and correct.	Bank details
☐	I am submitting within the applicable deadline for my activity type.	Submission timing

Rates last reviewed: 1 April 2026 | Next scheduled review: 2027 | Authorised by: Executive Office & Financial Controller