MetronHR

Consulting time tracking with travel time

Name: _____ Month: _____ Employee no.: _____

One row per activity. Enter rows ending after midnight with the date on which they started. The Excel version totals per client and project and checks maximum hours, breaks and rest.

Date	Client	Project	Type	Start	End	Break	Hours

Employee signature: _____ Employer signature: _____

Travel time: working time if driving or working on the way, and as a passenger if the employer sets the means of transport, times and destination and the time is not at free disposal (CJEU, 9 October 2025, C-110/24). Whoever freely uses the time as a passenger is mostly not working.

In the Excel version, the "Working time under ArbZG" column and the Day check do not count "Travel, free time". It can still be paid: that is governed by the contract, a collective agreement and section 612 BGB.