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|-----------------|--|-------------------|--|------------------|--|
| Name : | | Position : | | Date : | |
| Client : | | Vessel : | | Project : | |

| MILEAGE CLAIMS | | | | | |
|----------------|--|-----------------------|--------------------------|---------------|----------------|
| Date | Description of journey including Post code From and To | Total number of miles | Rate i.e. pence per mile | TOTAL CLAIMED | NET Office Use |
| | | | | | |
| | | | | | |
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| Date | Expense Description | GBP £ | Foreign Currency | TOTAL | NET Office Use |
|------------------------------------|---------------------|-------|------------------|-------|----------------|
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| | | | | | |
| Exchange Rate @ _____ | | | | | |
| TOTAL (Including mileage claimed) | | | | | |

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

IMPORTANT NOTICE

Expense forms along with **ITEMISED RECEIPTS** must be submitted to info@seatechs.com as soon as possible, but in any event, no later than the last working day of each month – failure to submit expenses in a timely manner or failure to provide receipts may result in **NON PAYMENT** of expenses.

Foreign Currency Expenses - currency will be converted to GBP £ on day expense form is received.

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|----------------------------------|--|
| Payment in Payroll Month: | |
|----------------------------------|--|

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|--------------------------|--|
| OFFICE USE ONLY | |
| CHECKED/LOGGED BY/DATE | |
| RECHARGE CLIENT | |
| CLIENT PO | |
| AMOUNT | |
| ACCOUNTS USE ONLY | |
| OUR INVOICE NUMBER | |
| RAISED BY/DATE | |

| | | | |
|----------|---|---|--|
| T Bulley | 2 | 19/04/16 Amended date of expenses submission & mileage columns 12/09/16 Amended to separate mileage claims | |
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| Prepared by | Revision | Description of Revision | Authorised By |
|-------------|----------|-------------------------|---------------|
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