



SEATECHS LIMITED
Expense Claim Form

REF: QMS-PF-004

Date: 03/07/2012

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NAME:		POSITION:		DATE:	
CLIENT:		VESSEL:		PROJECT:	

MILEAGE CLAIM

DATE	DESCRIPTION <i>(Include post code from & to)</i>	No of Miles	Rate per Mile	Total Claimed	NET Office Use
TOTAL				£	

EXPENSES CLAIM

DATE	DESCRIPTION <i>(Fuel, Meals, Travel receipts, etc)</i>	GBP £	Foreign Currency	Total Claimed	NET Office Use
	Exchange Rate _____				
TOTAL				£	
TOTAL EXPENSES INCLUDING MILEAGE				£	

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 – please use www.xe.com/currencyconverter and note exchange rate on form.

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

L Rennie	4	01/06/18 Amended text advising contractors to convert foreign currency	L Rennie
Prepared by	Revision	Description of Revision	Authorised By