Hartlepool Enterprise Centre · Brougham Terrace · Hartlepool · TS24 8EY
Phone: 01429 868543 Fax: 01429 869212 Email: info@seatechs.com

EXPENSES CLAIM FORM

Name :		**Position :**		**Date :**	
Client :		**Vessel :**		**Project**	

Date	Expense Description	GBP £	Foreign Currency	TOTAL	NET Office Use
	Exchange Rate @ _____				
	Mileage: _____ miles @ _____ pence per mile =				
	TOTAL				

Signature:	**Date:**

IMPORTANT NOTICE

Expense forms along with **ALL ORIGINAL RECEIPTS** must be submitted to SEATECHS as soon as possible, but in any event, no later than one week following return from assignment – failure to submit expenses in a timely manner or failure to return original receipts may result in **NON PAYMENT of expenses.**

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

Office Use Only

Approved by :		Date :		Payment in Payroll Month :	