SUBSEA 7 EXPENSE REPORT (UK Pound Sterling Claim)

subsea 7

SAP Trip Number(s):	
Check if appropriate:	
Relocation Trip ☐	

Name	Telephone Number (Daytime)	Expense Period FROM	Expense Period TO	Personnel Number (SAP Emp #)	P. Area

Purpose of Travel:

Date D/M/Y	CITY/ LOCATION	TYPE OF EXPENSE	Description or further details Name/Title/Affiliation of all guests; Purpose, Discussion & length of discussion for Entertainment	Receipt No.	Currency	Rate	Meals	Lodging	Transport-ation	Enter-tainment	Other	PERSONAL CAR Miles	PERSONAL CAR Rate pence	PERSONAL CAR Amount	VAT Code	Charge Code (Cost Centre/ WBS Element)
													$0.40			
		Subtotals from continuation sheet			GBP		£ -	£ -	£ -	£ -	£ -			£ -		
		Totals			GBP		£ -	£ -	£ -	£ -	£ -			£ -		

TOTAL EXPENSE FOR PERIOD	£

LESS: COMPANY ISSUED ADVANCE/S	£
BALANCE DUE: ☑ Employee ☐ Company	£
Personal Cheque Submitted Separately for: ○ YES ● NO	

Client Approval	
Project Name	Date:
Approval Signature:	Name:

Certification: I certify that this statement represents the actual and necessary business expenses incurred by me while engaged in company business.

Employee Signature	Work Location	Date:

Certification: I certify that this claim complies with Company policy and is correctly

Approval signature	SAP ID	Date: