



Excel Technical Consulting Ltd • 5 Grange Park, Bourn, Cambridge CB23 2TA

EXPENSE RECLAIM FORM

Complete one form per currency and return it with your receipts to timesheets@etc.aero.

YOUR CLAIM

Name _____ Week ending _____

Client _____ Currency _____

Reason for expenses _____

I confirm the expenses below were incurred while working for the named client via Excel Technical Consulting, and that receipts, invoices or similar evidence are provided with this form and are no more than 14 days old. I understand repayment may not be made until the client has approved the expenses, and that further information may be requested before approval. Expenses older than 14 days may be submitted, but the client may reject payment due to age.

Signed _____ Date _____

DATE	DETAIL	AMOUNT

TOTAL AMOUNT _____

TO BE COMPLETED BY THE CLIENT

Your signature confirms you accept the expenses detailed above and authorise payment on behalf of the named client.

Approved by (signature) _____ Date _____

Print Name _____