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| **Name** |  |
| **Client** |  |
| **Vessel** |  |
| **On /Offshore** |  |
| **Location** |  |

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| --- | --- | --- | --- |
| **Date** | **Expense Details** | **Cost in Local Currency** | **Cost in GBP** |
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|  |  | **Total** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please send signed expenses to:** timesheets@tech-professionals.co.uk |   |   |   |   |   |   |   |
| **Expenses to be submitted by: 12:00 Midday on the 3rd day of the following month** |
| **Approved Client Signature** |   |
| **Client Name** |   |
| **Date** |   |