

| Expenses Claim Form                                                                                                                                                      |                                                     |                               |                                                     |                               |                            |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------|-----------------------------------------------------|-------------------------------|----------------------------|----------------|
| Name of claimant:<br>Name of contracting company:<br>EMEA Project Number                                                                                                 |                                                     |                               |                                                     |                               |                            |                |
| Travel Tickets to UK                                                                                                                                                     | Departure & arrival times & date of outbound travel | Flight number and Destination | Departure & arrival times & date of outbound travel | Flight number and Destination | Amount in Foreign Currency | Amount in Euro |
| <i>Attach original boarding pass where applicable, plus copy of travel tickets or e-ticket</i>                                                                           |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Travel Tickets outside UK                                                                                                                                                | Departure & arrival times & date of outbound travel | Flight number and Destination | Departure & arrival times & date of outbound travel | Flight number and Destination | Amount in Foreign Currency | Amount in Euro |
| <i>Attach original boarding pass where applicable, plus copy of travel tickets or e-ticket</i>                                                                           |                                                     |                               |                                                     |                               |                            |                |
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| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Travel - Mileage                                                                                                                                                         | Date of travel                                      | Destination                   | Departure point                                     | Mileage*                      | Amount in Foreign Currency | Amount in Euro |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
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|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Accommodation in UK                                                                                                                                                      | Arrival date                                        | Hotel & location              | Length of stay (number of nights)                   | Room rate per night**         | Amount in Foreign Currency | Amount in Euro |
| <i>Attach original hotel account</i>                                                                                                                                     |                                                     |                               |                                                     |                               |                            |                |
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|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Accommodation outside UK                                                                                                                                                 | Arrival date                                        | Hotel & location              | Length of stay (number of nights)                   | Room rate per night**         | Amount in Foreign Currency | Amount in Euro |
| <i>Attach original hotel account</i>                                                                                                                                     |                                                     |                               |                                                     |                               |                            |                |
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|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Subsistence in UK                                                                                                                                                        | Meeting start date                                  | Reason for visit              | Meeting end date                                    |                               | Amount in Foreign Currency | Amount in Euro |
| <i>Daily subsistence allowances cover meals, local travel and all other incidental expenses, except in certain circumstances as described in the reimbursement rules</i> |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Subsistence outside UK                                                                                                                                                   | Meeting start date                                  | Reason for visit              | Meeting end date                                    |                               | Amount in Foreign Currency | Amount in Euro |
| <i>Daily subsistence allowances cover meals, local travel and all other incidental expenses, except in certain circumstances as described in the reimbursement rules</i> |                                                     |                               |                                                     |                               |                            |                |
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| Sub-total                                                                                                                                                                |                                                     |                               |                                                     |                               | 0                          | 0              |
| Other                                                                                                                                                                    |                                                     |                               |                                                     |                               |                            |                |
|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
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|                                                                                                                                                                          |                                                     |                               |                                                     |                               |                            |                |
| TOTAL                                                                                                                                                                    |                                                     |                               |                                                     |                               | 0                          | 0              |
| Exchange rate used € 1.00 =                                                                                                                                              |                                                     |                               |                                                     |                               |                            |                |
| Signed                                                                                                                                                                   |                                                     |                               |                                                     |                               | Claimant                   |                |
| Signed                                                                                                                                                                   |                                                     |                               |                                                     |                               | Authoriser                 |                |
| Signed                                                                                                                                                                   |                                                     |                               |                                                     |                               | DRP                        |                |