

[Please place the below on a company letterhead]

DIRECTOR'S STATEMENT OF EXPENDITURE

Dear Henry Royce Institute,

As part of the ICP^[insert project reference] project titled '^[insert project title]' in which my company, ^[insert company name], is participating/leading ^[delete as appropriate], I confirm that we have incurred the following total costs incurred during the project:

- Staffing - £
- Overheads - £
- Consumables and Small Equipment - £
- Capital usage/equipment usage - £
- Subcontractors - £
- Travel and subsistence - £

I confirm that the above costs have been incurred solely for research and development purposes in line with the scheme guidance and the initial award letter, and in delivery of the above project.

Yours faithfully

[insert signature, name, role, company name, date]