

Expense Claim Form

Force number: 46059547
Name: Matthew Scott
Position: Kent Police & Crime Commissioner
Work address: Kent Police Headquarters, Sutton Road, Maidstone, Kent ME15 9BZ

Home to work mileage:	23
Work to home mileage:	23
Total commute mileage:	46

Summary (Details overleaf/attached)

Period of this claim: **From:** 1st December 2019 **To:** 31st December 2019

Actual mileage claimed in this period (casual rate): 76.6

Total additional expenses claimed in this period:	Public Transport:	£26.90
	Parking:	£0.00
	Other:	£0.00

- I declare I have actually and necessarily incurred the expenses claimed in the course of business related activities in line with the published Police and Crime Commissioner's travel and subsistence policy.
- I have also submitted supporting receipts.

Signature:



Date:

13/01/20

Authorising Signature:
(Chief of Staff)



Date:

13/1/2020.

Date	Journey Details		Journey Mileage	Claimed (Y/N)	Total Journey Mileage (a)	Commute Mileage (b)	Eligible Mileage (a - b)	Actual Mileage Claimed	Activity/Event
	From	To							
19.12.19	HOME	TN24 8UX	38.4		76.6	0	76.6	76.6	Kent Special Constabulary Awards (Ashford)
	TN24 8UX	HOME	38.2						
TOTALS:					76.6		76.6	76.6	

Additional Expenses Incurred

Date	Activity/Event	Public Transport £	Parking £	Other £
17.12.19	Outcomes Framework - APCC meeting (London)	£18.10	£0.00	£0.00
19.12.19	PCO Shadow Board meeting (London)	£8.80	£0.00	£0.00
TOTALS		£26.90	£0.00	£0.00