

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 November 2019 **To:** 30th November 2019

Actual mileage claimed in this period (casual rate): 43.4

Total additional expenses claimed in this period:	Public Transport:	£10.70
	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: 4/12/19

Authorising Signature:
 (Chief of Staff) 

Date: 5¹²/2019

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							
01.11.19	HOME	TN27 9NR	32.3	Y	64.4	46	18.4	18.4	Headcorn Visit with Helen Whately (Headcorn)
	TN27 9NR	HOME	32.1	Y					
13.11.19	HOME	TN14 5AP	12.5	Y	25	0	25	25	Sevenoaks Town Partnership (Sevenoaks)
	TN14 5AP	HOME	12.5	Y					
TOTALS:					89.4		43.4	43.4	

Additional Expenses Incurred

Date	Activity/Event	Public Transport £	Parking £	Other £
19.11.19	National Commercial Board meeting (London)	£10.70		
TOTALS		£10.70	£0.00	£0.00