

Expense Claim Form

Force Number: 46059722

Name: Rob Phillips

Position: Chief Finance Officer

Main Work Address: Kent Police Headquarters, Sutton Road, Maidstone, Kent ME15 9BZ

Car Capacity: 1700cc **Car Registration:**

Home to work mileage:	71
Work to home mileage:	71
Total commute mileage:	142

Summary (Details overleaf/attached)

Period of this claim: **From:** 1st January 2020 **To:** 31st January 2020

Actual mileage claimed for this period (Casual rate): 10.1

Total subsistence claimed in this period: £0.00

Total accommodation claimed in this period: £0.00

Total other expenses claimed in this period:

Public Transport:	£0.00
Other:	£0.00
Parking:	£5.00

I declare I have actually and necessarily incurred the expenses claimed, in the course of business related activities in line with the current expenses claim policies in force and I enclose supporting receipts.

Signature: 

Date: 13-02-2020

Authorising Signature:
(Chief Executive) 

Date: 13th February 2020

Date	Journey Details		Activity/Event	Total Journey Mileage (a)	Commute Mileage (b)	Actual Mileage Claimed (a)-(b)	Parking £	Public Transport £	Subsistence £	Accommodation £	Other £
	From	To									
13.01.20	WORK	ME17 1RE	Violence Reduction Unit (VRU) Oversight Panel (Maidstone)	81.1	71	10.1					
	ME17 1RE	HOME									
17.01.20	N/A	N/A	Kent Finance Officers Group Meeting (Dartford)	0	0	0	£5.00				
	N/A	N/A									
TOTALS				81.1	71	10.1	£5.00	£0.00	£0.00	£0.00	£0.00