

Expense Claim Form

Force Number: 46058559
Name: **Adrian Harper**
Position: **Chief of Staff**
Main Work Address: Kent Police Headquarters, Sutton Road, Maidstone, Kent ME15 9BZ
Car Capacity: 2000cc **Car Registration:**

Home to work mileage:	43
Work to home mileage:	43
Total commute mileage:	86

Summary (Details overleaf/attached)

Period of this claim: **From:** 1st February 2017 **To:** 28th February 2017

Actual mileage claimed for this period (Casual rate): 56

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:	£2.00

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:

13/2017

Authorising Signature:
(Chief Finance Officer)



Date:

1-3-17

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									
02.02.17	WORK ME14 1XQ	ME14 1XQ WORK	Police and Crime Panel, Maidstone	7	0	7	£2.00				
10.02.17	WORK TN24 9AL	TN24 9AL WORK	Is It Worth It' School Tour, Ashford	39.5	0	39.5					
22.02.17	WORK ME17 1PL	ME17 1PL WORK	Kent Heritage Watch Launch, Maidstone	9.6	0	9.6					
TOTALS				56.1	0	56.1	£2.00	£0.00	£0.00	£0.00	£0.00