

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: 2000cc **Car Registration:**

Home to work mileage:	7.5
Work to home mileage:	7.5
Total commute mileage:	15

Summary (*Details overleaf/attached*)

Period of this claim: **From:** 1st December 2016 **To:** 31st December 2016

Actual mileage claimed for this period (*Casual rate*): 31


Total subsistence claimed in this period: £0.00

Total accommodation claimed in this period: £0.00

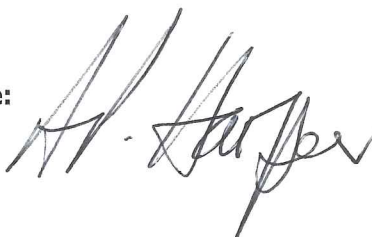
Total other expenses claimed in this period:

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

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: 21-12-2016

Authorising Signature: 
(Chief of Staff)

Date: 21st/2016

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									
06.12.16	WORK ME15 6XB	ME15 6XB HOME	1:1 Meeting with Charles Kerr (KFRS), Tovil	12	7.5	4.5					
09.12.16	HOME TN23 1BT	TN23 1BT WORK	Visit to Compass House, Ashford	34	7.5	26.5					
TOTALS				46	15	31	£0.00	£0.00	£0.00	£0.00	£0.00