

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 October 2018 **To:** 31st October 2018

Actual mileage claimed for this period (Casual rate): 413.3

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:	£20.90	
Other:	£4.00	DartCharge
Parking:	£11.50	

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: 1/11/2018

Authorising Signature:
(Chief Executive) 

Date: 2/11/2018

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									
03.10.18	WORK	ME20 7SL	Op Blythe Gold Group (Aylesford)	19.3	7.5	11.8					
	ME20 7SL	HOME									
05.10.18	n/a	n/a	Train travel for team meeting at Compass House (Ashford)	0	0	0		£7.10			
	n/a	n/a									
08.10.18	WORK	ME14 1XQ	Informal Panel briefing by the Chief Constable) (Maidstone	16.5	7.5	9	£3.30				
	ME14 1XQ	HOME									
09.10.18	HOME	CV4 7SH	APACE/PACCTS Annual Seminar (Coventry)	326.4	15	311.4					£4.00
10.10.18	CV4 7SH	HOME									
16.10.18	WORK	DA12 1DD	Community Celebration for the 70th Anniversary of the arrival of the SSE Windrush (Gravesend)	45.5	7.5	38					
	DA12 1DD	HOME									
17.10.18	HOME	ME14 3JF	Leadership Event: Modern Slavery & Human Trafficking (Maidstone)	19.6	7.5	12.1					
	ME14 3JF	WORK									
18.10.18	HOME	ME14 3JF	Leadership Event - Valuing Differences: Challenge Event (Maidstone)	27	15	12					
	ME14 3JF	WORK									
19.10.18	n/a	n/a	VRC 2nd Advisory Panel (Canterbury)	0	0	0		£13.80			
	n/a	n/a									
26.10.18	HOME	TN23 1BT	Commissioning Team Meeting (Ashford)	34	15	19	£4.90				
	TN23 1BT	HOME									
TOTALS				488.3	75	413.3	£11.50	£20.90	£0.00	£0.00	£4.00