

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 November 2016 **To:** 30th November 2016

Actual mileage claimed for this period (*Casual rate*): 110.5

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:

1/12/2016

Authorising Signature:
(Chief Finance Officer)



Date:

1/12/2016

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									
01.11.16	CV8 3EN	HOME	The College of Policing Collaboration Roundtables, Ryton-on-Dunsmore	112.5	86	26.5					
04.11.16	WORK GU3 1HG	GU3 1HG HOME	SE Chief Executives meeting, Guildford	80.5	43	37.5					
08.11.16	WORK ME15 7RN	ME15 7RN WORK	Licence to Kill' Production, Maidstone	3.5	0	3.5					
10.11.16	HOME TN24 8UX	TN24 8UX HOME	Kent & Medway Community Safety Conference, Ashford	116	86	30					
15.11.16	WORK ME14 1XQ	ME14 1XQ WORKI	Police & Crime Panel, Maidstone	7	0	7	£2.00				
25.11.16	HOME ME17 1PL	ME17 1PL HOME	Theft of Heritage Metal Workshop, Leeds Castle, Maidstone	92	86	6					
TOTALS				411.5	301	110.5	£2.00	£0.00	£0.00	£0.00	£0.00