

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 December 2016 **To:** 31st December 2016

Actual mileage claimed for this period (Casual rate): 15

Total subsistence claimed in this period: £0.00

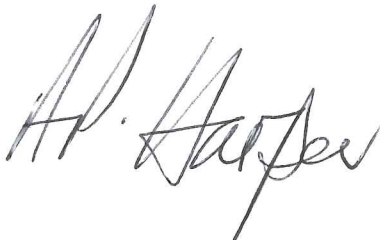
Total accommodation claimed in this period: £0.00

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:

21st / 12 / 2016

Authorising Signature:
(Chief Finance Officer)



Date:

21. 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									
09.12.16	WORK DA9 9SG	DA9 9SG HOME	Lunch with Essex PCC, CEX & Kent PCC	58	43	15					
TOTALS				58	43	15	£0.00	£0.00	£0.00	£0.00	£0.00