

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 March 2017 **To:** 31st March 2017

Actual mileage claimed for this period (Casual rate): 46.4

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: 3-4-17

Authorising Signature: 
(Chief of Staff)

Date: 3rd 2017

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									
03.03.17	HOME	TN25 7DX	KFOA meeting, Aldington	45.3	7.5	37.8					
	TN25 7DX	WORK									
16.03.17	WORK	ME17 1PL	Business Crime Advisory Group, Maidstone	11.5	7.5	4					
	ME17 1PL	HOME									
20.03.17	WORK	ME15 6XB	CTR Schemes & Fraud Bids, Tovil	12.1	7.5	4.6					
	ME15 6XB	HOME									
TOTALS				68.9	22.5	46.4	£0.00	£0.00	£0.00	£0.00	£0.00