

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:**

Summary (Details overleaf/attached)

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

Total miles claimed for this period: 253.5
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: £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: 2nd/2016

Authorising Signature:
(Chief Finance Officer)



Date:

2/2/16



Journey Details		Activity/Event	Date		Mileage	Parking £	Public Transport £	Subsistence £	Accommodation	Other
From	To		From	To						
XXXX XXX PE29 6NP XXXX XXX	XXXX XXX PE29 6NP XXXX XXX	Pick up Chief Constable from home - attending the Eastern Regions Pre-meet and Meeting (Huntingdon, Cambridgeshire)	12.01.16	12.01.16	162					
ME15 9BZ CT16 3PJ	CT16 3PJ XXXX XXX	Attending PARO Election Discussion with Nadeem Azis (CE Dover District Council)	22.01.16	22.01.16	77.5					
XXXX XXX DA11 8BD	DA11 8BD ME15 9BZ	Attending Paramount Presentation (North Kent Police Station)	29.01.16	29.01.16	14					
TOTALS					253.5	£0.00	£0.00	£0.00	£0.00	£0.00