

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 July 2018 **To:** 31st July 2018

Actual mileage claimed for this period (Casual rate): 354.6

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:	£3.30

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: 7/8/18

Authorising Signature:
(Chief Executive) 

Date: 7/8/2018

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									
06.07.18	HOME	TN23 1BT	Commissioning Finance Meeting (Ashford)	32	15	17					
	TN23 1BT	HOME									
10.07.18	WORK	BH2 5AG	CIPFA Annual Conference (Bournemouth)	140.2	0	140.2					
12.07.18	BH2 5AG	HOME	CIPFA Annual Conference (Bournemouth)	149.1	7.5	141.6					
19.07.18	WORK	ME14 1XQ	Police & Crime Panel (Maidstone)	6.6	0	6.6	£3.30				
	ME14 1XQ	WORK									
20.07.18	HOME	CT5 1PX	AMELIX School Tour (Whitstable)	56.7	7.5	49.2					
	CT5 1PX	WORK									
TOTALS				384.6	30	354.6	£3.30	£0.00	£0.00	£0.00	£0.00