

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 September 2018 **To:** 30th September 2018

Actual mileage claimed for this period (Casual rate): 68.3

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: 28/9/18

Authorising Signature:
(Chief Executive) 

Date: 28th/9/2018

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									
24.09.18	WORK	CT20 2XL	Business Crime Advisory Panel (Folkestone)	69.2	7.5	61.7					
	CT20 2XL	HOME									
27.09.18	WORK	ME14 1XQ	Police & Crime Panel (Maidstone)	6.6	0	6.6					
	ME14 1XQ	WORK									
TOTALS				75.8	7.5	68.3	£0.00	£0.00	£0.00	£0.00	£0.00