

**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:**

<b>Home to work mileage:</b>	43
<b>Work to home mileage:</b>	43
<b>Total commute mileage:</b>	86

**Summary (Details overleaf/attached)**

**Period of this claim:**      **From:** 1st January 2017      **To:** 31st January 2017

**Actual mileage claimed for this period (Casual rate):** 14

**Total subsistence claimed in this period:** £0.00

**Total accommodation claimed in this period:** £0.00

**Total other expenses claimed in this period:**

<b>Public Transport:</b>	£0.00
<b>Other:</b>	£0.00
<b>Parking:</b>	£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:** 31<sup>st</sup> January 2017

**Authorising Signature:**  
*(Chief Finance Officer)* 

**Date:** 31-1-17

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									
25.01.17	WORK DA11 8AJ	DA11 8AJ HOME	Street Cricket Launch Event, Norfleet	57	43	14					
<b>TOTALS</b>				<b>57</b>	<b>43</b>	<b>14</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>