

Expense Claim Form

Force Number: 46058559

Name: Adrian Harper

Position: Chief Executive

Main Work Address: Kent Police Headquarters, Sutton Road, Maidstone, Kent ME15 9BZ

Car Capacity: 2000cc **Car Registration:**

Home to work mileage:	43
Work to home mileage:	43
Total commute mileage:	86

Summary *(Details overleaf/attached)*

Period of this claim: **From:** 1st August 2018 **To:** 31st August 2018

Actual mileage claimed for this period (Casual rate): 42.6

Total subsistence claimed in this period: £17.60

Total accommodation claimed in this period: £0.00

Total other expenses claimed in this period:

Public Transport:	£0.00
Other:	£0.00
Parking:	£3.00

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: 24th / 2018

Authorising Signature:
(Chief Finance Officer) 

Date: 3/9/18

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									
09.08.18	N/A	N/A	Lunch Meeting with Susannah Hancock APCC Chief Executive	0	0	0			£17.60		
	N/A	N/A									
24.08.18	WORK	TN24 OLZ	Visit to William Harvey Hospital IDVAs (Ashford)	42.6	0	42.6	£3.00				
	TN24 OLZ	WORK									
TOTALS				42.6	0	42.6	£3.00	£0.00	£17.60	£0.00	£0.00