

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 August 2017

To: 31st August 2017

Actual mileage claimed for this period (Casual rate): 139.4

133.7

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:

£3.34

Parking:

£2.30

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:

29/8/17

09 8/2017

Authorising Signature:

(Chief of Staff)

Date:

Date	Journey Details		Activity/Event	Total Journey Mileage	Commute Mileage (b)	Actual Mileage Claimed	Parking £	Public Transport £	Subsistence £	Accommodation £	Other £
	From	То		(a)	(2)	(a)-(b)		_	The second secon		
03.07.17 /		***	Dart Charge - APAC²E Leadership			0					C2 24
04.07.17	And the last the control of the last th		Development Training (Coventry)			0					£3.34
15.08.17	WORK	TN2 1BT	Estate visits from Ashford Police Station (Ashford)	34.2	7.5	26.7					
	TN23 1BT	HOME									
21.08.17	WORK	ME15 6JQ	Meeting with Mark Green, Director of Finance & Business Improvement -	12.8	7.5	5.3	£2.30				
	ME15 6JQ	НОМЕ	Maidstone BC (Maidstone)								
22.08.17	HOME	CT1 3JQ	Estate visits from Canterbury Police Station (Canterbury)	54.8	7.5	47.3					
	CT1 3JQ	WORK									
23.08.17	WORK	CT20 2XL	Business Crime Advisory Group meeting (Folkestone)	63	7.5	55.5					
	CT20 2XL	HOME									
28.08.17	WORK	ME15 6XB	Preceptor Meeting (Maidstone)	12.1	7.5	4.6					
	ME15 6XB	HOME								74	
TOTALS					37.5	139.4	£2.30	£0.00	£0.00	£0.00	£3.34