

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:**

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

Summary (Details overleaf/attached)

Period of this claim: **From:** 1st November 2017 **To:** 30th November 2017

Actual mileage claimed for this period (Casual rate): 16.9

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:	£5.80

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:

30/11/2017

Authorising Signature:
(Chief Finance Officer)



Date:

30/11/17.

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									
15.11.17	WORK	ME14 1XQ	Police & Crime Panel (Maidstone)	6.8	0	6.8	£2.50				
	ME14 1XQ	WORK									
22.11.17	WORK	ME17 1UW	Meal with HMICFRS & Chief Officers (Hollingbourne)	51.7	43	8.7					
	ME17 1UW	HOME									
28.11.17	N/A	N/A	Transforming Summary Justice Event (W Sussex)	0	0	0	£3.30				
	N/A	N/A									
29.11.17	WORK	ME14 3BD	Visit to The Kent Wildlife Trust (Maidstone)	44.4	43	1.4					
	ME14 3BD	HOME									
TOTALS				102.9	86	16.9	£5.80	£0.00	£0.00	£0.00	£0.00