

Expense Claim Form

Force number: 46059547
Name: Matthew Scott
Position: Kent Police & Crime Commissioner
Work address: Kent Police Headquarters, Sutton Road, Maidstone, Kent ME15 9BZ

Home to work mileage:	23
Work to home mileage:	23
Total commute mileage:	46

Summary (Details overleaf/attached)

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

Actual mileage claimed in this period (casual rate): 178.7

Total additional expenses claimed in this period:

Public Transport:	£35.50
Parking:	£0.00
Other:	£0.00

- I declare I have actually and necessarily incurred the expenses claimed in the course of business related activities in line with the published Police and Crime Commissioner's travel and subsistence policy.
 - I have also submitted supporting receipts.

Signature: 

Date: 30/11/17

Authorising Signature: 
 (Chief of Staff)

Date: 30th/2017

Date	Journey Details		Journey Mileage	Claimed (Y/N)	Total Journey Mileage (a)	Commute Mileage (b)	Eligible Mileage (a - b)	Actual Mileage Claimed	Activity/Event
	From	To							
03.11.17	WORK	ME14 4DU	3.3	N	26	23	3	0	Meeting with Downsmail editorial team (Maidstone)
	ME14 4DU	HOME	22.7	N					
07.11.17	HOME	ME1 1LS	20	Y	30.8	23	7.8	7.8	Medway's Annual Youth Conference 2017 (Rochester)
	ME1 1LS	WORK	10.8	Y					
07.11.17	WORK	ME14 3JF	6.3	N	29.4	23	6.4	0	Kent Community Safety Partnership Annual Conference (Maidstone)
	ME14 3JF	HOME	23.1	N					
08.11.17	HOME	CT6 6SS	53	Y	109.9	46	63.9	63.9	Amelix visit (Reculver)
	CT6 6SS	ME15 7RN	34.7	Y					Licence to kill 10th Anniversary (Maidstone)
	ME15 7RN	ME15 6NF	0.9	Y					West Division SLT visit (Maidstone)
	ME15 6NF	HOME	21.3	Y					
08.11.17	HOME	ME1 1SX	17.4	Y	34.8	0	34.8	34.8	The Kent Police Male Voice Choir - fund raising concert (Rochester)
	ME1 1SX	HOME	17.4	Y					
16.11.17	HOME	ME 2AP	23.5	Y	47	0	47	47	Rainham Rotary Club (Gillingham)
	ME7 2AP	HOME	23.5	Y					
17.11.17	HOME	ME4 6TJ	18.3	Y	28.8	23	5.8	5.8	Visit to Fort Pitt Grammar School (Chatham)
	ME4 6TJ	WORK	10.5	Y					
17.11.17	WORK	TN11 8BP	22	Y	42.4	23	19.4	19.4	Penshurt Public Meeting (Tonbridge)
	TN11 8BP	HOME	20.4	Y					

Date	Journey Details		Journey Mileage	Claimed (Y/N)	Total Journey Mileage (a)	Commute Mileage (b)	Eligible Mileage (a - b)	Actual Mileage Claimed	Activity/Event
	From	To							
22.11.17	HOME	ME14 3JF	23.1	N	29.2	23	6.2	0	Junior Leadership Event (Maidstone)
	ME14 3JF	WORK	6.1	N					
29.11.7	WORK	ME14 3BD	5.2	N	10.4	0	10.4	0	Visit to The Kent Wildlife Trust (Maidstone)
	ME14 3BD	WORK	5.2	N					
TOTALS:					388.7		204.7	178.7	

Additional Expenses Incurred

Date	Activity/Event	Public Transport £	Parking £	Other £
09.11.17	Return train ticket for SECAMB meeting in Crawley (unexpected change to travel plans)	£35.50		
TOTALS		£35.50	£0.00	£0.00