

### 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:**

<b>Home to work mileage:</b>	7.5
<b>Work to home mileage:</b>	7.5
<b>Total commute mileage:</b>	15

#### Summary (*Details overleaf/attached*)

**Period of this claim:** **From:** 1st November 2016 **To:** 30th November 2016

**Actual mileage claimed for this period (*Casual rate*):** 18

**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>	£2.00

**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:** 1/12/2016

**Authorising Signature:**  
(Chief of Staff)

**Date:**

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									
03.11.16	WORK ME16 8AE	ME16 8AE HOME	KFO's & Actuarial Valuation Results, Maidstone	13.5	7.5	6					
14.11.16	WORK ME14 1XQ	ME14 1XQ WORK	Kent Drug & Alcohol Partnership Meeting, Maidstone	7	0	7	£2.00				
18.11.16	WORK ME15 6XB	ME15 6XB WORK	Kent Finance Officers meeting, Maidstone	5	0	5					
<b>TOTALS</b>				<b>25.5</b>	<b>7.5</b>	<b>18</b>	<b>£2.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>