

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 June 2017 **To:** 30th June 2017

Actual mileage claimed for this period (*Casual rate*): 129.7

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:	£0.00
Parking:	£0.00

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:

22nd June 2017

Authorising Signature:
(Chief Finance Officer)



Date:

30-6-17

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									
06.06.17	HOME	CT1 1ZA	Meeting with Judges Carey & Norton (Canterbury)	97.7	43	54.7					
	CT1 1ZA	WORK									
20.06.17	HOME	ME14 4NQ	Mental Health Strategy and Triage Service Launch (Maidstone)	48.7	43	5.7					
	ME14 4NQ	WORK									
20.06.17	WORK	CT3 3AS	Records Management System visit (Aylesham)	112.3	43	69.3					
	CT3 3AS	HOME									
TOTALS				258.7	129	129.7	£0.00	£0.00	£0.00	£0.00	£0.00