

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 March 2018 **To:** 31st March 2018

Actual mileage claimed for this period (*Casual rate*): 24.5

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:	£9.10
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: 3/4/18

Authorising Signature:
(Chief Executive) 

Date: 3⁴/2018

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									
06.03.18	WORK	TN24 8UX	KM Partnership Awards (Ashford)	32	7.5	24.5					
	TN24 8UX	HOME									
20.03.18	N/A	N/A	The Lord-Lieutenant of Kent's Civic Service (Canterbury)	0	0	0		£9.10			
	N/A	N/A									
TOTALS				32	7.5	24.5	£0.00	£9.10	£0.00	£0.00	£0.00