

**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 April 2018 **To:** 30th April 2018

**Actual mileage claimed for this period (Casual rate):** 352.8

**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>	£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:** 3-5-18

**Authorising Signature:**  
(Chief Executive) 

**Date:** 3<sup>5</sup>/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									
11.04.18	WORK	WR9 8AL	Travel to hotel for attending National DoFs/PACCTS Seminar, Droitwich	173.1	0	173.1					
12.04.18	WR3 8TA	HOME	National DoFs/PACCTS Seminar, Worcester	187.2	7.5	179.7					
<b>TOTALS</b>				<b>360.3</b>	<b>7.5</b>	<b>352.8</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>