

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 February 2017 **To:** 28th February 2017

Actual mileage claimed for this period (Casual rate): 58.5

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:	£0.00
Other:	£0.00
Parking:	£3.80

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: 1-3-2017

Authorising Signature:
(Chief of Staff)



Date: 13/2017 

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									
19.01.17			Dart Charge for Meeting with Essex PCC CFO, Chelmsford								£3.34
03.02.17	HOME ME14 1XQ	ME14 1XQ WORK	Treasury Dealing Overview, Maidstone	15.8	7.5	8.3	£2.30				
07.02.17	HOME ME4 4TR	ME4 4TR WORK	Medway CSP SEG Meeting, Chatham	32.8	7.5	25.3	£1.50				
16.02.17	WORK ME4 4TR	ME4 4TR HOME	Introductory meeting with Medway Council CFO	32.4	7.5	24.9					
TOTALS				81	22.5	58.5	£3.80	£0.00	£0.00	£0.00	£0.00